



STATE OF WASHINGTON  
DEPARTMENT OF COMMUNITY,  
TRADE AND ECONOMIC DEVELOPMENT

---

# **Community Development Block Grant Program**

## **2006 Community Investment Fund Grant Application Handbook**

January 2006

**Juli Wilkerson**  
Director

**WASHINGTON STATE  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
2006 COMMUNITY INVESTMENT FUND GRANT APPLICATION**

**Nancy K. Ousley**  
Assistant Director  
Local Government Division

**Steven K. Washington**  
Managing Director  
Community Development Programs

**CDBG Program Staff**

**Dan Riebli**  
CDBG Program Manager  
(360) 725-3017  
[danr@cted.wa.gov](mailto:danr@cted.wa.gov)

Bill Prentice  
CDBG Project Manager  
(360) 725-3015  
[billp@cted.wa.gov](mailto:billp@cted.wa.gov)

Sharon Robinson  
CDBG Project Manager  
(360) 725-3010  
[sharonr@cted.wa.gov](mailto:sharonr@cted.wa.gov)

Kaaren Roe  
CDBG Project Manager  
(360) 725-3018  
[kaarenr@cted.wa.gov](mailto:kaarenr@cted.wa.gov)

Yvette Lizeé-Smith  
CDBG Project Manager  
(360) 725-3014  
[yvettel@cted.wa.gov](mailto:yvettel@cted.wa.gov)

Lee Elliott  
CDBG Budget Manager  
(360) 725-3012  
[lee@cted.wa.gov](mailto:lee@cted.wa.gov)

Sheila Lee-Johnston  
CDBG Project Manager  
(360) 725-3009  
[sheilal@cted.wa.gov](mailto:sheilal@cted.wa.gov)

Leona Moon  
CDBG Program Coordinator  
(360) 725-3022  
[leonamo@cted.wa.gov](mailto:leonamo@cted.wa.gov)

Beth Rockwell  
CDBG Admin Support  
(360) 725-3024  
[bethr@cted.wa.gov](mailto:bethr@cted.wa.gov)

Kristen Carmichael  
CDP Administrative Assistant  
(360) 725-3006  
[kristenc@cted.wa.gov](mailto:kristenc@cted.wa.gov)

Laurie Dschaak  
CDBG Contract Assistant  
(360) 725-5020  
[lauried@cted.wa.gov](mailto:lauried@cted.wa.gov)

Sarah Sweeney  
Office Assistant Senior  
(360) 725-3020  
[sarahs@cted.wa.gov](mailto:sarahs@cted.wa.gov)

Cathi Read  
Small Communities Initiative  
(360) 725-3016  
[cathir@cted.wa.gov](mailto:cathir@cted.wa.gov)

Janice Roderick  
Small Communities Initiative  
(360) 725-3013  
[janicer@cted.wa.gov](mailto:janicer@cted.wa.gov)

*State of Washington*  
Department of Community, Trade and Economic Development  
Post Office Box 42525, 906 Columbia Street SW, Olympia, WA 98504-2525

Telephone: (360) 725-3020  
Fax: (360) 586-4162 TDD: (360) 586-4224

**<http://www.cted.wa.gov/cdbg>**

# TABLE OF CONTENTS

## SECTION I: CDBG GENERAL PROGRAM INFORMATION

|        |  |   |
|--------|--|---|
| Part A | General Program Information.....         | 1 |
| Part B | Map Of Eligible Jurisdictions .....      | 6 |
| Part C | Eligible And Ineligible Activities ..... | 7 |

## SECTION II: APPLICATION SUBMISSION

|        |   |    |
|--------|---|----|
| Part A | Application Submission Guidelines ..... | 9  |
| Part B | Application Checklist .....             | 11 |

## SECTION III: APPLICATION FORMS AND REQUIREMENTS

|        |  |    |
|--------|--|----|
| Part A | Project Summary Form .....                               | 12 |
| Part B | HUD Disclosure Report.....                               | 14 |
| Part C | Sample Resolution With Certifications Of Compliance..... | 17 |
| Part D | Community Data Summary Form.....                         | 20 |
| Part E | Citizen Participation Requirements .....                 | 22 |
|        | Outreach for Non-English Speaking Residents Form .....   | 26 |
|        | Sample Public Hearing Notice and Handouts .....          | 28 |
|        | Sample Grievance Procedure.....                          | 32 |
| Part F | Low- And Moderate-Income (LMI) Requirements .....        | 33 |
|        | Income Survey Worksheet.....                             | 37 |
|        | LMI Benefit Table.....                                   | 39 |

## SECTION IV: APPLICATION NARRATIVE, BUDGET AND WORKPLAN

|        |   |    |
|--------|---|----|
| Part A | Narrative Instructions .....                            | 43 |
| Part B | Narrative Statements (Rating Criteria & Questions)..... | 45 |
| Part C | CDBG Budget Forms And Instructions.....                 | 50 |
| Part D | Project Work Plan .....                                 | 59 |
| Part E | Contact List .....                                      | 61 |

## SECTION V: APPENDICES

|             |  |    |
|-------------|--|----|
| Appendix A: | Jurisdictions With 51% Or Greater LMI Population ..... | 62 |
| Appendix B: | 2005 Income Limits .....                               | 65 |
| Appendix C: | Federal And State Regulations .....                    | 68 |
| Appendix D: | Public Hearing Handouts (Spanish Version) .....        | 78 |

# **SECTION I:**

## **CDBG GENERAL PROGRAM INFORMATION**

---

**This section provides an overview of the Community Investment Fund Program. Use the information in this section to determine jurisdiction and project eligibility. The information provided includes:**

- Part A. CDBG General Program Information**
- Part B. Map of Eligible Jurisdictions**
- Part C. Overview of Eligible and Ineligible Activities**

## SECTION I: PART A CDBG GENERAL PROGRAM INFORMATION

### **ESSENTIAL INFORMATION**

- There are two separate packets of Community Development Block Grant (CDBG) Community Investment Fund (CIF) Grant application material: a **Pre-Application** packet and an **Application** packet. This is the **Application** packet.
- Following the review and approval of a jurisdiction's pre-application, the jurisdiction will receive a formal invitation to apply. (See the CIF Application Review Process Overview on page 2.)
- Read the entire application packet for specific instructions and guidance on how to complete all application requirements.
- Applications will be accepted and awarded on a funds-available basis. There are no due dates or designated application windows. However, following the review and approval of a jurisdiction's CIF pre-application, the CIF application must be submitted within 60 days from the date of the formal invitation-to-apply letter.
- An application will not be accepted until all parts are complete and federal threshold requirements (including a public hearing) are met.

### **OVERVIEW**

The goal of the CDBG CIF grant program is to provide eligible jurisdictions the opportunity to access funds throughout the year for their priority community and economic development projects. Targeted technical assistance will be provided prior to and with each commitment of resources. The commitment of resources will be reserved for those high priority, ready-to-proceed projects that need some grant funding to be feasible, and primarily benefit low- and moderate-income individuals. An amount of \$3.7 million is available for CIF grants in 2006.

The project must be identified on a county's list of priority projects and be ranked within the top three unfunded projects or be eligible under the Rural Enterprise Community program. In each of these programs, projects have been identified and prioritized through an inclusive countywide selection process.

## **CIF APPLICATION REVIEW PROCESS OVERVIEW**

### **PRE-APPLICATION PROCESS**

- 1. Jurisdiction completes and submits pre-application form.**
- 2. Pre-application passes or does not pass the CDBG screening process, including:**
  - Eligible applicant.
  - Eligible activity.
  - Project meets a national objective.
  - Project is ranked in top three unfunded priorities on the applicant county's priority list.
  - Project addresses program priorities.

Follow-up correspondence is made, if necessary.
- 3. CTED Resource Team reviews the request and considers technical and financial assistance options.**
- 4. CDBG program invites the jurisdiction to apply or alternative options are identified.**

### ***YOU ARE HERE* → APPLICATION PROCESS**

- 1. In response to an invitation to apply, jurisdiction submits a complete CIF application within 60 days of the invitation to apply letter.**
- 2. CDBG program staff review the application, including:**
  - Threshold requirements, including citizen participation requirements.
  - Narrative describing need for the project, capacity to implement the project, readiness to proceed, and clear results, if funded.
  - Grant administration plan and work plan.
  - Budget, including non-CDBG resources.
- 3. Application is rated and must receive a minimum score of 65 points in order to proceed to the next stage.**
- 4. Jurisdiction receives an award letter and begins the contracting process.**

## **PROGRAM PURPOSE AND PRIORITIES**

The Washington State CDBG program is funded by the U.S. Department of Housing and Urban Development (HUD). All CDBG Community Investment Fund Grant projects must meet one of the following HUD national objectives:

- Principally benefit persons of low- and moderate-income.
- Prevent or eliminate slums or blight.
- Meet urgent community development needs that pose a serious and immediate threat to public health and safety.

In addition to meeting a HUD national objective, there are also Community Investment Fund **Program Priorities** as follows:

- To show local and regional agreement that the project is a high priority, the project must be on the county's priority list and ranked within the top three unfunded county priorities; or the project must be eligible under the Rural Enterprise Community program and ranked on the county's priority list.
- The project must be ready to proceed, meaning that impediments to project implementation must be resolved. The project should also have a well-defined scope, a reliable budget, funding sources and strong community support.
- It must be clearly demonstrated that grant dollars are needed for the project to be feasible.

## **RELATIONSHIP BETWEEN CIF GRANTS AND OTHER CDBG GRANTS**

An eligible jurisdiction can apply for more than one type of CDBG funding within the same year. However, a jurisdiction will not be awarded more than one Community Investment Fund Grant per year. The project of highest priority should be submitted first.

## **ELIGIBLE APPLICANTS**

- Eligible applicants for CDBG Community Investment Fund grants are **cities and towns with less than 50,000 people or counties with populations less than 200,000**, provided that the cities, towns and counties do not participate in HUD Urban County Consortia. (See Appendix A for a list of eligible and ineligible jurisdictions.)
- Indian tribes and special purpose organizations, such as public housing authorities, port districts, water and sewer districts, community action agencies and economic development councils are not eligible to apply directly to the CDBG Program for funding. These projects may be eligible under CDBG if:
- A project will serve both an eligible local government's citizens and tribal members. If the boundaries of a project's service area involve both the local government and a tribal jurisdiction, the local government may apply for state CDBG funding on behalf of and in coordination with the Indian tribe.
- An eligible local government chooses to involve a special purpose organization in the operation of a project funded under the CDBG program.

## THRESHOLD REVIEW

All CDBG Community Investment Fund grant applicants must meet CDBG threshold requirements and submit appropriate documentation. An application checklist is located on page 11.

NOTE: The threshold requirements include conducting a public hearing that should be scheduled early in the application process.

## RATING PROCESS

The rating process is an evaluation of each application using criteria described in the application instructions. An applicant must receive at least 65 points in order to receive funding. Applications are evaluated by project category and assigned points in five separate groups which correspond to the five primary project categories:

- Public Facilities
- Community Facilities
- Economic Development
- Housing
- Comprehensive

Applicants will be evaluated and assigned points based on the following:

|                 |           |
|-----------------|-----------|
| Need .....      | 25 Points |
| Capacity .....  | 25 Points |
| Readiness ..... | 25 Points |
| Results .....   | 25 Points |

**Total: 100 Points**



## **CONTRACTING PROCESS**

Once the application has passed threshold review and has met the high-score standard, an award letter will be sent to the jurisdiction and the grant contract negotiation period begins. During the contract negotiation period, any questions regarding proposed activities, additional resources, administration costs, and other aspects of the project identified during the rating process will be discussed and resolved. Community surveys will be reviewed during this period to verify the low- and moderate-income beneficiaries. Individual grants will be awarded only in amounts appropriate to the scope of the identified problem, the proposed project activities, and the needs, resources and administrative capacity of the applicant. The grant contract, once negotiated, is the legal document that governs the administration of the grant and includes:

- The amount of CDBG funds provided.
- A detailed budget for implementation of project activities and the scope of work to be completed.
- A schedule for implementation of project activities.
- General and special terms and conditions associated with the grant.
- The application, as approved.

**No CDBG funds can be released until the grant contract has been fully executed, the environmental and cultural resource review has been completed and CDBG has issued a Release of Funds letter.**

## **MINIMUM PERFORMANCE STANDARDS**

The Washington State Department of Community, Trade and Economic Development (CTED) reserves the right to deny funding to eligible jurisdictions or special purpose units of government with serious unresolved audit findings related to performance capacity.

Further, CTED reserves the right to postpone project contracting or to deny funding if there is a significant problem with previous grantee performance. In such situations, the grantee is responsible for development and initiation of corrective action satisfactory to CTED. Upon request, CTED will provide technical assistance to the jurisdiction to help ensure timely completion of approved project activities.

## **LOW- AND MODERATE-INCOME BENEFIT REQUIREMENTS**

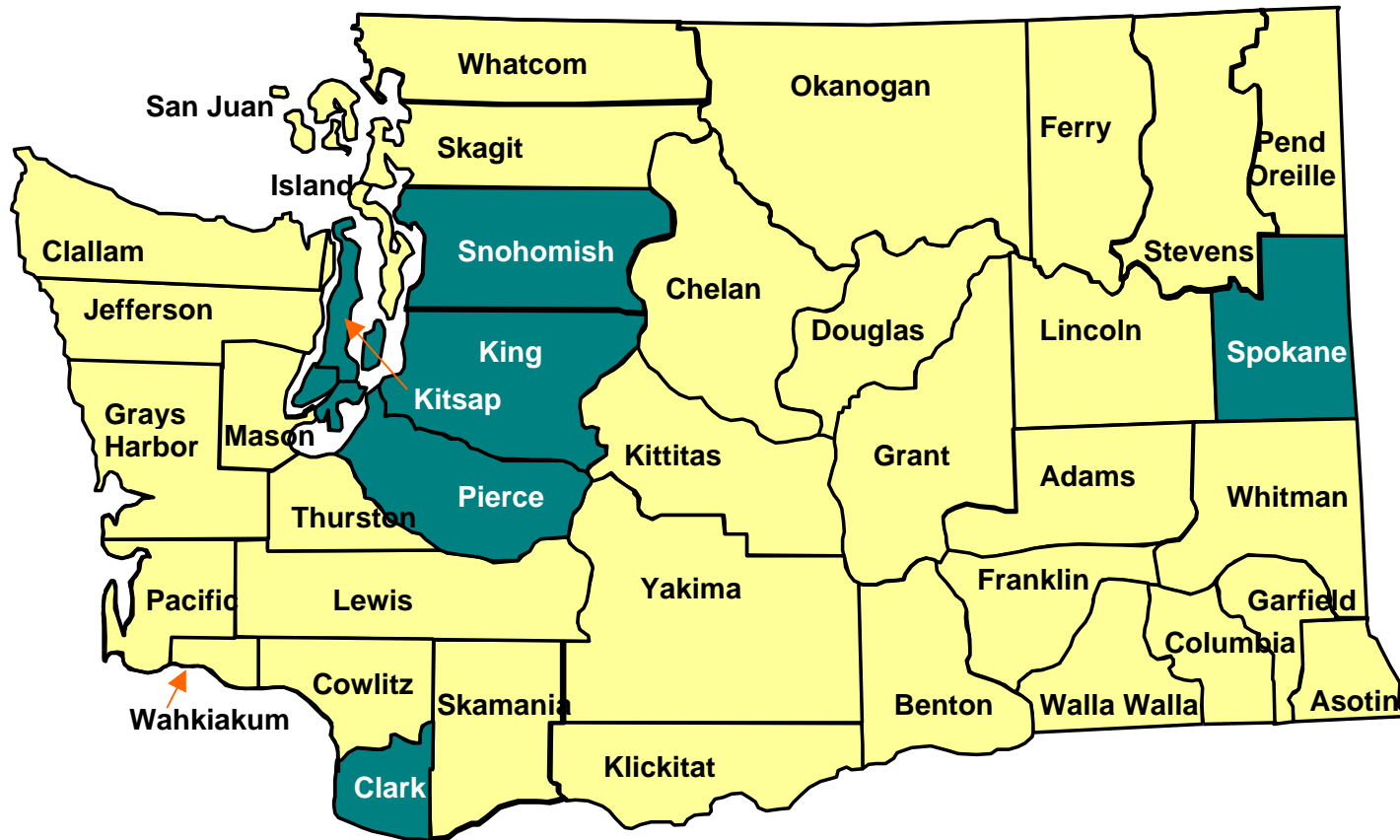
The Community Investment Fund grant application must document how the proposed project meets the HUD national objective of principally benefiting low- and moderate-income (LMI) persons. An exception is if the project meets the HUD national objective of preventing or eliminating slums or blight, or if the project eliminates a serious and immediate threat to public health and safety. Contact CDBG program staff to discuss any issues regarding your ability to document this benefit.

## **FLOOD PLAIN INSURANCE**

The applicant must provide evidence of enrollment in the National Flood Plain Insurance Program if the project will affect a flood plain.

## SECTION I: PART B

### MAP OF ELIGIBLE AND INELIGIBLE JURISDICTIONS



### 2006 CDBG Entitlement/Non-Entitlement Jurisdictions

|  |  |   |
|--|--|---|
| <p><span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span> Non-Entitlement Counties</p> | <p><span style="display: inline-block; width: 15px; height: 15px; background-color: darkblue; border: 1px solid black;"></span> Entitlement Counties</p> <ul style="list-style-type: none"> <li>• Clark</li> <li>• King</li> <li>• Kitsap</li> <li>• Pierce</li> <li>• Snohomish</li> <li>• Spokane</li> </ul> | <p>Entitlement Cities in Non-Entitlement Counties</p> <ul style="list-style-type: none"> <li>• Anacortes</li> <li>• Bellingham</li> <li>• Longview</li> <li>• Olympia</li> <li>• Mount Vernon</li> <li>• Tri-Cities</li> <li>• Wenatchee</li> <li>• Yakima</li> </ul> |
|--|--|---|

## SECTION I: PART C

### OVERVIEW OF ELIGIBLE AND INELIGIBLE ACTIVITIES

#### ELIGIBLE ACTIVITIES

NOTE: Title 1 of the Housing and Community Development Act of 1974, as amended through 1992, is the congressionally adopted statute from which most of the CDBG program regulations are developed. Section 105(a) of the Act identifies eligible activities.

#### What type of projects can be funded?

The following list identifies the most common types of eligible activities:

- Public Facilities - CDBG funds may be used to design, construct or reconstruct water and sewer systems, flood and drainage facilities, solid waste disposal facilities, and streets and sidewalks. Public facilities projects must serve existing low- and moderate-income neighborhoods and communities. Low- and moderate-income property owners cannot be assessed or charged a fee to recover the capital costs of any CDBG-funded public facility. This category also includes acquisition, design, construction or rehabilitation of fire protection facilities and purchase of fire protection equipment.
- Community Facilities - CDBG funds may be used for acquisition, design, construction or rehabilitation of community facilities to serve low- and moderate-income youth, elderly or other low- and moderate-income groups with special needs. **Community facility projects must plan to provide the intended benefit for at least ten years.**
- Economic Development - CDBG funds may be used for acquisition, construction or reconstruction of commercial or industrial buildings; cooperative or employee stock ownership programs; special training and accessibility modifications designed to increase employment opportunities for disabled persons; downtown revitalization; and assistance to private for-profit entities such as grants, loans, loan guarantees, interest supplements or technical assistance for implementing projects. Economic development activities may be implemented by private for-profit entities when the project will create or retain permanent jobs primarily for low- and moderate-income people, or when the business provides services primarily to residents of an area with a majority of low- and moderate-income persons, **provided the need for public funds is clearly balanced by the extent of public benefit received.**
- Housing - CDBG may be used to fund projects to provide permanent low-cost housing opportunities for low- and moderate-income families such as shared housing, housing cooperatives, mobile home parks, manufactured housing, and self-help housing programs.

As of 2005, housing rehabilitation projects must seek CDBG funding through the CDBG Housing Rehabilitation Grant program, with its separate application process. Contact CDBG Program staff for more information.

The cost of rehabilitating the water or sewer side service connections for eligible housing or the construction cost of connecting eligible housing to available water and sewer systems is eligible for General Purpose Grant funding. While design and construction of new housing and on-site improvements for new housing are generally ineligible activities, some activities in support of new housing construction, such as land acquisition and off-site improvements, are eligible. With HUD approval, CDBG funds may be used to fund new housing construction when such activities are undertaken by eligible (1) neighborhood-based nonprofit organizations, (2) small business investment companies or (3) local development corporations. Prospective applicants are advised to contact CDBG Program staff when considering new housing construction.

- Comprehensive - Comprehensive projects include activities listed in at least two of the other categories. For example, neighborhood revitalization by improving streets, sewer, water and housing is considered comprehensive. These activities must be related and coordinated to achieve more results than would be possible when addressed individually.
- Other Eligible Activities
  - Public Services
  - Property Acquisition
  - Administration
  - Local Match
  - Barrier Removal

## **INELIGIBLE ACTIVITIES**

### **What types of projects cannot be funded with CDBG funds?**

- ⊗ New Housing Construction - CDBG funds generally may not be used to construct new housing units. In certain circumstances, with HUD's approval, CDBG funds may be used for the substantial reconstruction of housing owned and occupied by low- and moderate-income persons. Activities in support of new housing construction may also be eligible under certain conditions. Communities considering applications for these activities should consult with CDBG program staff before proceeding.
- ⊗ Regular Government Operations - CDBG funds may not be used to fund the ongoing responsibilities of general local government.
- ⊗ Maintenance and Operation - Maintenance and operation expenses of public or community facilities are not eligible, with the exception of an eligible public service activity.
- ⊗ Equipment - The purchase of motor vehicles, equipment or furnishings not permanently attached to a building is ineligible except when necessary as part of an eligible public service or for fire protection. Park equipment such as bleachers or picnic tables purchased with CDBG funds must be permanently affixed.
- ⊗ Government Buildings - Government buildings such as courthouses, city halls, county administrative buildings, and other buildings used predominantly for the general conduct of government are not eligible for CDBG assistance except for the removal of architectural barriers that deny access to the disabled.
- ⊗ Income Payments - CDBG funds may not be used for income payments such as payment for income maintenance, housing allowances, down payments or mortgage subsidies.
- ⊗ Political Activities - CDBG funds may not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities.

# **SECTION II:**

## **APPLICATION SUBMISSION**

---

**This section provides specific information as to application deadlines and format. It also contains a checklist that should be used to assure that all application materials have been included prior to submittal.**

- Part A.     Application Submission Guidelines**
- Part B.     Application Checklist**

## **SECTION II: PART A APPLICATION SUBMISSION GUIDELINES**

### **WHEN IS MY APPLICATION DUE?**

- Following the review and approval of a jurisdiction's CIF pre-application, the CIF application must be submitted within 60 days from the date of the formal Invitation to Apply letter.
- Applications will be accepted and awarded on a funds available basis. There are no due dates or designated application windows.

### **HOW MANY AND WHERE TO SEND**

Submit **one** original (signed in ink) **and one copy** of the CIF application to:

Laurie Dschaak, CDBG Program  
Department of Community, Trade and Economic Development  
906 Columbia Street SW  
Post Office Box 48350  
Olympia, Washington 98504-8350

Application materials and forms are available electronically on our website:  
<http://www.cted.wa.gov/cdbg> or you can contact Sarah Sweeney at (360) 725-3020 or at [sarahs@cted.wa.gov](mailto:sarahs@cted.wa.gov) for electronic forms by CD or via email.

### **WHAT ARE THE FORMAT REQUIREMENTS?**

- Print Size – No smaller than 10 characters per inch (12 point, as it appears on this page).
- Spacing – Double space.
- Total number of narrative pages, not including the work plan or budgets, should not exceed 25.
- Source Documentation – Provide all source documents as attachments. If the documents exceed two pages, excerpt or summarize them and note the source(s).
- Letters of Support – Letters documenting participation or support by sectors of the community or letters verifying contribution of resources are appropriate. These letters should be submitted as attachments to the application.

## **WHAT ORDER SHOULD APPLICATION PARTS BE ASSEMBLED?**

Assemble the following parts of the CDBG Community Investment Fund application in the order listed below:

### **General Project Information**

- Resolution with Certifications of Compliance
- Disclosure report
- Community data summary form
- Citizen participation documentation

### **Need Statement** (See page 45)

### **Capacity Statement** (See page 46)

### **Readiness Statement** (See page 47)

### **Results Statement** (See page 49)

### **CDBG Project Budget Forms** (See pages 50-58)

- CDBG project budget (See page 52)
- Operations budget form (See page 57)

### **Contact List** (See page 31)

### **Benefit To Low- and Moderate-Income Households**

- Income Survey Worksheet, required if an income survey was conducted (See page 37)
- Low- and Moderate-Income Households Benefit Table is always a required form (See page 39)
- Narrative explanation of how information was derived

### **Attachments**

Documentation supporting narrative statements

Maps

Proof of enrollment in the National Flood Plain Insurance program, if applicable

## **What application requirements are most often overlooked by jurisdictions?**

The checklist on the next page can be used as a quick reference for the most frequently omitted CDBG application requirements.

## SECTION II: PART B APPLICATION CHECKLIST

### APPLICATION CHECKLIST (For Applicant Use)

|     |   | YES | NO |
|-----|---|-----|----|
| 1.  | Is the lead applicant an eligible jurisdiction?   |     |    |
| 2.  | Does the application contain a copy of the signed resolution, with Certifications of Compliance adopted through formal action by the governing body (i.e., city council, county board of commissioners), which certifies compliance with state and federal laws and requirements? |     |    |
| 3.  | Has the lead applicant submitted only one Community Investment Fund application this year?  |     |    |
| 4.  | Does the application contain only eligible activities and costs as per CDBG guidelines?   |     |    |
| 5.  | Has evidence of enrollment in the National Flood Plain Insurance program been provided if the project is located in a flood plain?  |     |    |
| 6.  | Has the CDBG Disclosure Report been completed and included in the application?  |     |    |
| 7.  | Has the Community Data Summary Form been completed and included in the application?   |     |    |
| 8.  | Has the required citizen participation documentation been enclosed with the application and does it meet the minimum requirements?  |     |    |
| 9.  | Are the appropriate parts and forms complete and assembled in the appropriate order?  |     |    |
| 10. | Does the project benefit principally low- and moderate-income persons?  |     |    |
| 11. | Does each listed activity benefit at least 51% or greater low- and moderate-income households?  |     |    |
| 12. | Are the survey results (if required) documented and valid according to method and sample size?  |     |    |
| 13. | When census data, rather than a survey, is used to determine percent of LMI and the community is not shown in Appendix A, is a map of official census tracts, correlating to project area, included?  |     |    |
| 14. | Is a clear, readable map of the jurisdiction and the target area included in the application?   |     |    |
| 15. | Does the application package contain one original and one copy?   |     |    |



# **SECTION III:**

## **GENERAL APPLICATION INSTRUCTIONS, REQUIREMENTS AND FORMS**

---

This section contains the following General Application Instructions, Requirements and Forms that must be completed and returned as part of the application package:

- Part A.     Project Summary Form**
- Part B.     CDBG Disclosure Report and Instructions**
- Part C.     Sample Resolution with Certifications of Compliance and Instructions**
- Part D.     Community Data Summary Form**
- Part E.     Citizen Participation Requirements**
- Part F.     Low- and Moderate-Income Requirements**

To receive a copy of Sections III and IV via email or on CD, please contact Sarah Sweeney at (360) 725-3020 or [sarabs@cted.wa.gov](mailto:sarabs@cted.wa.gov). CIF forms are also available on our CTED website: <http://www.cted.wa.gov/cdbg>.

## COMMUNITY INVESTMENT FUND GRANT - PROJECT SUMMARY FORM

1. Applicant Jurisdiction: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Tax ID #: \_\_\_\_\_  
 SWV #: \_\_\_\_\_  
 County: \_\_\_\_\_
2. Contact Person: \_\_\_\_\_  
 Title or Affiliation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_
3. Subrecipient Organization: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Title or Affiliation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_
4. Consultant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_
5. Fiscal Year from \_\_\_\_\_ to \_\_\_\_\_  
 Congressional District: \_\_\_\_\_
6. State Legislative District: \_\_\_\_\_
7. Project Summary:
8. Did you receive a CDBG Planning Grant that led to this construction grant application? \_\_\_\_Yes \_\_\_\_No
9. Project Category:  
 \_\_\_\_ Housing                      \_\_\_\_ Public Facilities                      \_\_\_\_ Community Facilities  
 \_\_\_\_ Economic Development                      \_\_\_\_ Comprehensive
10. National Objective Addressed:  
 \_\_\_\_ **Principally benefits low- and moderate-income persons or households, \_\_\_\_%**  
 \_\_\_\_ Prevents or eliminates slums or blight  
 \_\_\_\_ Meets urgent community development needs which pose a serious & immediate threat to public health or safety
11. Total Project Budget:  
 CDBG                      \$ \_\_\_\_\_  
 Other Federal                      \_\_\_\_\_  
 State                      \_\_\_\_\_  
 Local Public                      \_\_\_\_\_  
 Private                      \_\_\_\_\_  
**TOTAL                      \$ \_\_\_\_\_**
12. Project Location:  
 Census Tract(s) \_\_\_\_\_  
 Block Group(s) \_\_\_\_\_
13. Project Beneficiaries:  
 # Persons: \_\_\_\_\_  
 # LMI Persons: \_\_\_\_\_  
 # Households: \_\_\_\_\_  
 # LMI Households: \_\_\_\_\_

**14. Certification of Chief Administrative Official:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name (Please Print)

## PROJECT SUMMARY FORM INSTRUCTIONS

The Project Summary Form serves as the cover page for the application and should be the first page inside the cover.

1. The applicant jurisdiction must be a non-entitlement city or county. The Tax Identification number is usually a "91-" number. If a jurisdiction has a statewide vendor (SWV) number, it should be included on this form.
2. Provide information on the person to be contacted, should more information regarding the threshold requirements or project proposal be needed by the CTED staff.
3. Provide information on any subrecipient organization that will benefit from the project or receive CDBG funds as a pass through.
4. Provide information on the consultant used to develop the proposal, if applicable.
5. List the month and day of the beginning and end dates of the applicant's fiscal year.
6. List the numbers of the state and congressional districts.
7. Provide a brief project summary, highlighting what is to be accomplished and the major elements of the project.
8. Check the appropriate answer / Yes or No.
9. Check the appropriate project category. Refer to page 7 for information.
10. Indicate which CDBG program national objective this application addresses. Also list an estimate of the percentage of low- and moderate-income (LMI) benefit. It is not necessary to address more than one national objective.
11. List the project budget.
12. List the Census Tract(s) and Block Group(s) for the project area. Sources of assistance are the local or county planning office, the U.S. Census website: (<http://www.census.gov>) or the State Data Center/Census 2000 website: (<http://www.ofm.wa.gov/census2000/index.htm>). The State Data Center telephone number is (360) 902-0592.
13. List estimated number of people, households, people qualifying as low- and moderate-income and households qualifying as low- and moderate-income that will benefit from the project.
14. This form must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator or city manager as applicable). An original signature must be submitted. Please clearly state the official's name and title.

# Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2510-0011 (exp. 12/31/2006)

**Instructions.** (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

## Applicant/Recipient Information

Indicate whether this is an Initial Report ☐ or an Update Report ☐

1. Applicant/Recipient Name, Address, and Phone (include area code):

( ) -

2. Social Security Number or  
Employer ID Number:

- -

3. HUD Program Name

4. Amount of HUD Assistance  
Requested/Received

5. State the name and location (street address, City and State) of the project or activity:

## Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy. (For further information see 24 CFR Sec. 4.3).

☐ Yes ☐ No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9

☐ Yes ☐ No.

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However**, you must sign the certification at the end of the report.

## Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

| Department/State/Local Agency Name and Address | Type of Assistance | Amount Requested/Provided | Expected Uses of the Funds |
|--|--------------------|---------------------------|----------------------------|
|  |                    |                           |                            |
|  |                    |                           |                            |

(Note: Use Additional pages if necessary.)

## Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

| Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first) | Social Security No. or Employee ID No. | Type of Participation in Project/Activity | Financial Interest in Project/Activity (\$ and %) |
|--|--|---|---|
|  |  |   |   |
|  |  |   |   |

(Note: Use Additional pages if necessary.)

## Certification

**Warning:** If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:

Date: (mm/dd/yyyy)

X

**\*\*Note: This certification must be signed by the Chief Administrative Official (mayor, county commission chair, county administrator, or city manager)**

**Public reporting burden** for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

**Privacy Act Statement.** Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is optional. The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

**Note:** This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

## Instructions

### Overview.

**A. Coverage.** You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

**B. Update reports (filed by "Recipients" of HUD Assistance):**

**General.** All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

### Line-by-Line Instructions.

#### Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. **NOTE:** In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

#### Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

#### Part II. Other Government Assistance and Expected Sources and Uses of Funds.

**A. Other Government Assistance.** This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

**B. Non-Government Assistance.** Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of

funds typically include (but are not limited to) foundations and private contributors.

### Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

**Note:** A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

**Note** that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

#### Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

**SECTION III: PART B**  
**SAMPLE CDBG RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE**

WHEREAS, (name of city, town, or county) is applying to the state Department of Community, Trade and Economic Development for funding assistance;

WHEREAS, it is necessary that certain conditions be met as part of the application requirements;

WHEREAS, (name of chief administrative official and title) is authorized to submit this application to the State of Washington on behalf of (name of city, town, or county);

NOW, THEREFORE, be it resolved that the (name of city, town, or county) authorizes submission of this application to the state Department of Community, Trade and Economic Development to request \$ (amount of funding requested) to (project description), and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

Has provided opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a)(2)(3) of the Housing and Community Development Act of 1974, as amended); has complied with all public hearing requirements and provided citizens, especially low- and moderate-income persons, with reasonable advance notice of and the opportunity to present their views during the assessment of community development and housing needs, during the review of available funding and eligible activities, and on the proposed activities;

Has provided technical assistance to citizens and groups representative of low- and moderate-income persons that request assistance in developing proposals;

Will provide opportunities for citizens to review and comment on proposed changes in the funded project and program performance;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act, and will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act of 1974, as amended; and

Will provide, upon request, and prior to any obligation of funds being made, a complete and accurate CDBG Federal Funds Disclosure Report detailing the required applicant/grantee information and, as appropriate, other government assistance provided or applied for, interested parties and expected sources, and uses of funds.

(Name of city, town, or county) designates (name of city manager, county administrator, mayor) as the authorized Chief Administrative Official and the authorized representative to act in all official matters in connection with this application and (name of city, town or county)'s participation in the State of Washington CDBG Program.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Name\_\_\_\_\_

Title\_\_\_\_\_

Attested\_\_\_\_\_ Date\_\_\_\_\_



## RESOLUTION WITH CERTIFICATIONS OF COMPLIANCE INSTRUCTIONS

The applicant's local legislative body must pass a resolution authorizing the chief administrative official to submit the CDBG application to CTED and certifying compliance with state and federal laws and specific program requirements. See Appendix C for a summary of these federal and state regulations.

Retype the sample resolution provided on the previous page, inserting local and project specific information as indicated. The CDBG amount you list in the resolution must not be less than the actual amount request in the application budget. This resolution may be reformatted to meet the jurisdiction's requirements for official resolutions.

**The resolution must be signed by the authorized chief administrative official, and a signed copy must be included with the application.** The chief administrative official is the mayor, county commission chair, county administrator or city manager.

A resolution that references another project submitted previously for CDBG funding will not be accepted.

## SECTION III: PART D COMMUNITY DATA SUMMARY FORM

The Community Data Summary Form provides general demographic and financial information regarding the applicant jurisdiction and the project.

The information is used by the CDBG review team to analyze and compare similar projects.

### 1. GENERAL DEMOGRAPHICS

- a. Population in jurisdiction \_\_\_\_\_
- b. Population in the target area if smaller or larger than the jurisdiction \_\_\_\_\_
- c. Number of households in jurisdiction \_\_\_\_\_
- d. Number of households in the target area if smaller or larger than the jurisdiction \_\_\_\_\_
- e. Percent of residents by ethnic background  
       \_\_\_\_\_ % Hispanic or Latino
- f. Percent of residents by racial origin within the jurisdiction or target area as requested by HUD:
 

|                                       |  |
|---------------------------------------|--|
| _____ % White                         | _____ % Black/African American         |
| _____ % Asian                         | _____ % American Indian/Alaskan Native |
| _____ % Asian & White                 | _____ % Black/African American & White |
| _____ % American Indian/Alaskan       | _____ % Other                          |
| _____ Native & Black/African American |  |

Please provide these percentages as best as possible. If local surveys have not been conducted, data for some of these racial categories can be found by accessing the 2000 U.S. Census Bureau website at <http://www.factfinder.census.gov> and then following these directions:

- Enter the city/town or county and select **Washington State**. Hit **GO**.
  - Scroll down to the **General Characteristics** heading and to where the data begins with the words "**one race**".
  - Use the applicable numbers provided under the **Percent** column for each race category and for the Hispanic designation.
- g. Jurisdiction unemployment rate for the most current year [from the State of Washington Employment Security Department: (360) 902-9670.

## 2. LOCAL FINANCIAL CONDITION

**Note:** Applications in support of a special purpose district need answer only those questions applicable to the target district. If the jurisdiction is not authorized under state law to levy any one of the following taxes or rates, insert N/A in the appropriate space.

- a. Total current regular-levy property tax rate per \$1,000 assessed valuation. \_\_\_\_\_
- b. Maximum regular levy property tax rate per \$1,000 valuation.  
The amount which can be obligated. \_\_\_\_\_
- c. Does the current rate reflect an increase from the prior year equivalent to the 101% levy increase limit in CH.84.55.RCW? (Circle one) YES NO

## 3. FLOOD PLAIN INSURANCE PROGRAM

- a. Will the proposed project affect a flood plain? (Circle one) YES NO
- b. Will the proposed project be located in a flood plain? (Circle one) YES NO

If the answer to either (a) or (b) is YES, then the jurisdiction must be enrolled in the National Flood Plain Insurance Program, and **documentation of enrollment must be provided**.

*For public facilities proposals and comprehensive proposals which include public facilities activities, please complete the following:*

## 4. UTILITY RATES

Use the residential rate for all utilities.

- a. Current average monthly residential rate for water, sewer and garbage:
- Water \$ \_\_\_\_\_ Sewer \$ \_\_\_\_\_ Garbage \$ \_\_\_\_\_
- b. Anticipated average monthly residential rate for water, sewer and garbage after completion of project without CDBG assistance:
- Water \$ \_\_\_\_\_ Sewer \$ \_\_\_\_\_ Garbage \$ \_\_\_\_\_
- c. Anticipated average monthly residential rate for water, sewer and garbage after completion of project with CDBG assistance:
- Water \$ \_\_\_\_\_ Sewer \$ \_\_\_\_\_ Garbage \$ \_\_\_\_\_
- d. Month/year of most recent increase for each utility:
- Water \_\_\_\_\_ / \_\_\_\_\_ Sewer \_\_\_\_\_ / \_\_\_\_\_ Garbage \_\_\_\_\_ / \_\_\_\_\_
- e. Amount and percent of most recent increase:
- Water \$ \_\_\_\_\_ Sewer \$ \_\_\_\_\_ Garbage \$ \_\_\_\_\_
- Water \_\_\_\_\_ % Sewer \_\_\_\_\_ % Garbage \_\_\_\_\_ %

## SECTION III: PART E CITIZEN PARTICIPATION REQUIREMENTS



The contents of Part E include detailed information as to how to meet the federally mandated citizen participation requirements. Immediately following the requirements you will find sample notices and handouts.

**Review ALL the materials with the staff person responsible for public hearings and establish a timeline for completion. You can't start on this aspect of your application too soon.**

To apply for CDBG funds, a jurisdiction must show it has involved its citizens in the CDBG application process and complied with the specific federal citizen participation requirements outlined in 24 CFR 570.486. These regulations are provided in the sample handout on page 68. The purpose of these citizen participation activities is to inform the residents and the decision-makers of the availability of CDBG funds and to provide residents the opportunity (especially low- and moderate-income persons) to present potential projects and input on proposed projects.

If a jurisdiction intends to apply for more than one type of CDBG grant during the same year, it is advisable to contact the CDBG office to discuss how to coordinate these citizen participation and public hearing requirements.

### SUMMARY

**The minimum citizen participation requirements for the submission of a CDBG application are:**

1. Conduct at least one public hearing prior to submission of the CDBG application. This hearing must be held at a convenient time and location to encourage citizen participation.
2. Publish an official announcement of the hearing, providing reasonable advance notice. A sample public hearing notice with required language is provided on page 28.
3. Distribute information on the availability of CDBG funds and the eligible uses at the public hearing. Sample fact sheets are provided on pages 29-30. The hearing minutes must reflect that these handouts were distributed at the public hearing.
4. **Review local demographic data to determine if it is reasonable to expect a significant number of non-English speaking residents to participate in the public hearing and advertise and conduct the public hearing in accordance with this determination. Detailed guidance on providing and documenting outreach and accommodation for non-English speaking residents is provided on page 26.**

5. Adopt a grievance procedure for the use of CDBG funds. A sample grievance procedure is provided on page 32.
6. Document that the notice was published and the hearing was held. A documentation checklist is provided below.

### **REQUIRED CITIZEN PARTICIPATION DOCUMENTATION**

#### **The Following Documents MUST Be Submitted With the Application:**

- ✓ A copy of the public hearing minutes, including a statement that the CDBG required handouts were distributed.
- ✓ A copy of the affidavit of publication or a copy of the actual notice from the newspaper.
- ✓ The Outreach and Accommodation for Non-English Speaking Residents form, documenting the review and determination of local data on non-English speaking populations, the list of outreach steps (if applicable) and accommodations made.
- ✓ A copy of the jurisdiction's adopted Grievance Procedure.

**See the following pages for more important information on these requirements.**

## DETAILED INFORMATION ON THE REQUIREMENTS

### 1. Public Hearing Logistics

What is a public hearing? – A public hearing is a meeting of a governmental body during which the public is invited to the council or board of county commissioners, who will primarily listen and receive public input. A public hearing may be held as part of a regularly scheduled public meeting where official decisions may then be made or where it is elected to make a decision at a subsequent meeting.

Who must conduct the hearing? – The applicant city, town or county. Although some applications are developed by other community organizations or special districts, these organizations cannot conduct the hearing and have it meet CDBG requirements.

When must the hearing be held? – Prior to submission of the CDBG application and within 18 months of the application submittal date.

Where must the hearing be held? – The hearing location must be accessible to persons of disability. The location must also be convenient for persons likely impacted by the proposed project. This is particularly relevant for a county proposing a project in a community that is far from the county seat.

### 2. Public Hearing Notice

When must the advance notice be made? – Generally, a legal notice is published at least one week prior to the hearing date. The notice must meet the local public hearing notice requirements.

Where must the notice be made? – The hearing must be well-advertised, generally in the official local paper. In addition, public notice can be made using community bulletin boards, local newsletters, billing statements, newspaper articles or door-or-door distribution. Residents within those areas in which CDBG funds are proposed to be used, especially the low- and moderate-income persons, should be encouraged to attend or provide comment.

What must the notice say? – A sample notice is provided on page 28.

### 3. Public Hearing Purpose

What must the CDBG hearing cover? – The hearing is to obtain citizens' views and respond to proposals and questions. It must cover community development and housing needs and the availability of CDBG funds. The CDBG Program handout materials are to be distributed. Additional handout materials describing the proposed project(s) are advisable. A copy of the handout information in Spanish is provided in Appendix D and in English on pages 29-30.

## 4. Meeting the Needs of Non-English Speaking Residents

**All applicants must complete the Outreach and Accommodation Form** on page 26. This form provides guidance on meeting this requirement, lists potential outreach steps and accommodations and outlines how to document the efforts. The CDBG public hearing should not be advertised or conducted without first ensuring appropriate outreach and accommodations are accomplished.

The federal regulations on page 68 state that "public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate." The applicant jurisdiction must review local demographic data and consider the potential impacts of the proposed project to determine the appropriate outreach steps and accommodations to meet the needs of non-English speaking residents.

Data on the number and percent of non-English speaking residents in a jurisdiction can be found by accessing the 2000 Census website at <http://www.factfinder.census.gov> and then following these directions:

- Enter the city/town or country and select Washington State and hit **GO**.
- Scroll down to **Social Characteristics** heading and select show more.
- Scroll down to nearly the bottom of the table to the **LANGUAGE SPOKEN AT HOME** heading and identify the other languages spoken, such as Spanish.
- Under the predominant other language spoken, look for the percentage of the population that speaks English less than "very well."
- Use these percentages to determine whether specific outreach or additional accommodations are necessary to meet the needs and encourage participation from non-English speaking residents.

Contact the CDBG office for assistance in accessing and interpreting this data.

## 5. Grievance Procedure

What must the procedure do? – The grievance procedure must provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable. A sample procedure to be adopted is provided on page 32.

√ **NOTE: If funded**, an additional public hearing will be required towards the end of the project to review and receive comments on the project's performance. This final public hearing should be included in your proposal's Work Plan. Also if funded, a public hearing would be required if activities are proposed to be added, deleted or substantially changed from the original proposal.

## CITIZEN PARTICIPATION FORMS AND SAMPLE DOCUMENTS

**See the following pages for assistance in meeting the requirements.**

√ **HELPFUL HINT:** Plan for the required initial public hearing NOW! Decide the hearing date and then work backward to determine when and how the public announcement must be published to allow sufficient notice time and outreach.

## **OUTREACH AND ACCOMMODATION FOR NON-ENGLISH SPEAKING RESIDENTS FORM**

This form documents the applicant jurisdiction's determination whether additional public hearing outreach and accommodations for local non-English speaking residents are required and lists the outreach steps and accommodations provided. The federal regulations on page 68 state that "public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate." The CDBG Program benefits low- and moderate-income persons and strongly encourages a jurisdiction to make efforts to receive input on community needs from minority populations. To meet the CDBG requirements for outreach and accommodation for non-English speaking residents, the jurisdiction must:

- √ Complete and submit this form with the application,
- √ Properly advertise the public hearing (see the sample public hearing notice's accommodation clause options) and submit a copy of the notice with the application; and
- √ Follow the public hearing notice and provide any necessary accommodations at the public hearing.

**Significant Population** - General guidance is if 2000 Census data shows that more than 10% of the jurisdiction's population speak English less than "very well" or if more than 10% of the project's targeted population speak English less than "very well," then it is reasonable to expect and encourage a significant number of non-English speaking residents to participate. In such cases, special outreach and accommodations are recommended to inform this population of the opportunity to receive information on the CDBG Program and input on the proposed project. (See B and D below.)

### **OUTREACH - Complete either A or B, as applicable.**

**A. To document that targeted outreach to non-English speaking residents was NOT necessary, check the box and provide any additional explanation:**

- ☐ Data on local non-English speaking populations, including 2000 Census Data, demonstrate that it is NOT reasonable to expect a significant number of non-English speaking residents to attend the CDBG application public hearing. See page 20 for assistance on accessing 2000 Census Data.

**Explain below any local circumstances that contribute to your interpretation of the data:**



**If you were able to check box A above, you can skip B and complete C**

**B. To document the outreach steps taken when it was expected non-English speaking residents would participate in the public hearing, check the boxes that apply:**

- ☐ The CDBG public hearing notice was advertised in an alternate language.
- ☐ The CDBG public hearing was announced on an alternate language radio or television station.
- ☐ The CDBG public hearing notice in an alternate language was posted in advance at the following locations to target the non-English speaking population:

Location

Date Posted

- ☐ Members of organizations and advocacy groups representing non-English speaking populations were invited to attend the CDBG public hearing.
- ☐ Leaders and interested parties from the minority community were directly invited to attend the CDBG public hearing.
- ☐ Other:

**ACCOMMODATIONS - Complete either C or D, as applicable**

**C. For jurisdictions where it was determined a significant number of non-English speaking residents were NOT expected to participate (If box A is checked above), the following minimum accommodation was made available:**

- ☐ The CDBG public hearing notice states that arrangements to reasonably accommodate the needs of special classes of citizens, including handicap accessibility or interpreter, will be made upon advance notice request. **Submit** a copy of the affidavit of publication or a copy of the actual notice from the paper to document.

**D. For jurisdictions where a significant number of non-English speaking residents were expected to participate (If Box B is checked above), the following accommodations were all made:**

- ☐ The CDBG public hearing notices state that an interpreter will be available (*even without advance request*). **Submit** a copy of the affidavit of publication or a copy of the actual notice from the paper; and
- ☐ CDBG public hearing handouts were available in the alternate language at the public hearing. Sample handouts in Spanish are available in Appendix D.
- ☐ Other:

## SAMPLE PUBLIC HEARING NOTICE

Additional information can be added to these required clauses to meet specific local announcement needs and to encourage participation.

NOTE: If a jurisdiction intends to apply for more than one type of CDBG grant during the same year, it is advisable to contact the CDBG office to discuss how to coordinate these citizen participation and public hearing requirements.

|  |   |
|--|---|
| Where/When:  | NOTICE IS HEREBY GIVEN that a public hearing will be held by the <i>(city council/county board of commissioners)</i> in the <i>(council chambers/hearing room)</i> , <i>(location)</i> , on <i>(date and time)</i> .  |
| Basic Clause:  | The purpose of the public hearing is to review community development and housing needs, inform citizens of the availability of funds and eligible uses of the state Community Development Block Grant (CDBG), and receive comments on proposed activities, particularly from low- and moderate-income persons and persons residing in the <i>(name of area)</i> area. |
| Clause describing the availability of funds and eligible uses:           | Grant dollars may be available to the <i>(city/county)</i> on a statewide basis to fund public facility, housing, economic development, or community facility projects that principally benefit low- and moderate-income persons.   |
| Comment clause:  | The draft application for the <i>(project name)</i> proposal will be available for review at the <i>(location – government office and/or library)</i> , <i>(time and date)</i> . Comments may also be submitted in writing to <i>(city/county)</i> , <i>(time period)</i> .   |
| Accommodation clause:  |   |
| For applicants who checked box C in the Outreach and Accommodation Form. | The <i>(council chambers/hearing room)</i> is handicap accessible. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving twenty-four hours advance notice. Contact <i>(name)</i> at <i>(number, location)</i> .  |
| <b>Or</b>  |   |
| For applicants who checked box D in the Outreach and Accommodation Form. | A <i>(insert alternate language)</i> interpreter will be available. The <i>(council chambers/hearing room)</i> is handicap accessible. Additional arrangements to reasonably accommodate special needs will be made upon receiving twenty-four hours advance notice. Contact <i>(name)</i> at <i>(number, location)</i> .   |



washington state department of  
community, trade and economic development

# Community Development Block Grant

## Local Government Division

### For More Information

Steven K. Washington  
Managing Director  
360.725.3005  
Stevenw@cted.wa.gov

Dan Riebli  
CDBG Program Manager  
360.725.3017  
Danr@cted.wa.gov

Dwight Edwards  
CDBG Project Manager  
360.725.3011  
Dwighte@cted.wa.gov

Sheila Lee-Johnston  
CDBG Project Manager  
360.725.3009  
Sheilal@cted.wa.gov

Yvette Lizée-Smith  
CDBG Project Manager  
360.725.3014  
Yvettel@cted.wa.gov

Bill Prentice  
CDBG Project Manager  
360.725.3015  
Billp@cted.wa.gov

Sharon Robinson  
CDBG Project Manager  
360.725.3010  
Sharonr@cted.wa.gov

Kaaren Roe  
CDBG Project Manager  
360.725.3018  
Kaarenr@cted.wa.gov

### Introduction

The Washington State Community Development Block Grant (CDBG) Program provides funds on a competitive basis for housing, infrastructure, and community facilities, economic development, and planning projects that principally benefit low- and moderate-income households.

The Washington State CDBG Program is funded by the U.S. Department of Housing and Urban Development (HUD). The purpose of the state CDBG Program is to improve and maintain the environment of eligible, non-entitlement cities and counties in order to enhance the quality of life for low- and moderate-income (LMI) residents and, as a result, benefit the entire community.

### Funds Available

For 2006 it is anticipated that approximately \$15.9 million in federal funds will be awarded to Washington State. It is proposed that funds be distributed as follows:

- **General Purpose Grant** **\$ 7,000,000**  
 Contact: Bill Prentice  
 Annual grant cycle during which eligible applicants may request up to \$1,000,000 per application for housing, infrastructure, community facilities, or economic development/microenterprise projects principally benefiting low- and moderate-income persons. The application due date for the 2006 grant cycle is November 17, 2005, with awards announced mid-March 2006.
- **Community Investment Fund Grant** **\$ 4,107,728**  
 Contact: Dan Riebli  
 Provides technical and financial assistance to eligible communities of up to \$1,000,000 per application throughout the year on a funds available basis for housing, infrastructure, community facilities, or economic development/microenterprise projects identified through a local prioritization process. Assistance is coordinated with the department's Resource Team.
- **Planning-Only Grant** **\$ 500,000**  
 Contact: Sheila Lee-Johnston  
 Provides funds to eligible communities on a funds available basis for a wide range of planning activities that address public health and safety issues; improve essential services to low- and moderate-income individuals; complete a necessary and specific step within a broader community development strategy; or meet a planning requirement that will principally benefit LMI persons. Grants of up to \$35,000 are available, based on type of project. Multiple jurisdictions may request up to \$50,000.

- **Imminent Threat Grant** **\$ 166,000**  
 Contact: Bill Prentice  
 Provides funds to address unique emergencies posing a serious and immediate threat to public health and safety on a funds availability basis. Upon formal Declaration of Emergency, costs can be covered for a temporary repair or solution while funding for a permanent fix is secured.
- **Housing Enhancement Grant** **\$ 800,000**  
 Contact: Sharon Robinson  
 Companion funds to support priority applications submitted to the Washington State Housing Trust Fund.
- **Housing Rehabilitation Grant** **\$ 1,100,000**  
 Contact: Dwight Edwards  
 Funds to support local housing rehabilitation activities. Grants of up to \$500,000 can be awarded annually.
- **Public Services Grant** **\$ 1,660,720**  
 Contact: Kaaren Roe  
 Grants made available through counties to community action agencies serving non-entitlement areas for activities serving low- and moderate-income people. Funding provided by formula and administration coordinated with the state Community Services Block Grant Program.
- **Administrative One Percent Set-aside for Technical Assistance**  
 One percent of the state's annual allocation of CDBG funding is used to provide technical assistance to CDBG eligible jurisdictions.
- **Business Loan Portfolio**  
 Contact: Dan Riebli  
 Four types of block grant lending instruments are currently used in Washington to assist business:

  - CDBG Float-Funded Activity Program
  - Loans from the Rural Washington Loan Fund
  - HUD Section 108 Guarantee Loans
  - Regional Microenterprise Development Grants

## Eligibility Guidelines

- Eligible applicants are Washington State cities and towns with less than 50,000 in population or counties with less than 200,000 in population that are non-entitlement jurisdictions or are not participants in a HUD Urban County Entitlement Consortium.
- Non-profit organizations, Indian tribes, and special purpose organizations such as public housing authorities, port districts, community action agencies, and economic development councils, are not eligible to apply directly to the CDBG Program for funding. However, eligible jurisdictions may choose to serve Indian tribes within their jurisdiction or to involve the other organizations in the operation of projects funded under the program.
- Projects must principally benefit low- and moderate-income persons. Low- and moderate-income is defined as 80% of county median income.
- Applicants may submit one request per fund each program year.

## Federal Citizen Participation Requirements for Local Government Applicants to the State CDBG Program

### Federal Regulations 24 CFR 570.486 (a)

- (a) *Citizen participation requirements of a unit of general local government.* Each unit of general local government shall meet the following requirements as required by the state at Sec. 91.115(e) of this title.
- (1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
  - (2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
  - (3) Furnish citizens information, including but not limited to:
    - (i) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
    - (ii) The range of activities that may be undertaken with the CDBG funds;
    - (iii) The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
    - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Sec. 570.488.
  - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
  - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
  - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. ***Substantially changed*** means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
  - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

## SAMPLE GRIEVANCE PROCEDURE

*This grievance procedure is intended to serve as a guide and should be revised to reflect local circumstances and to incorporate any applicable state or local laws.*

1. Submit complaints in writing to the designated official (such as the city manager, city/county clerk, or county executive) for resolution. A record of the complaints and action taken will be maintained. A decision by the designated official will be rendered within 15 working days.
2. If the complaint cannot be resolved to your satisfaction by the designated official,
  - It will be forwarded to a committee appointed by the governing body. This committee's membership, its ground rules or procedures for hearing complaints, and how the committee can be contacted will be available to the public. The committee will be directed to hear such complaints in an objective, public manner, and after adequate public notice. A written decision will be made within 30 working days. Proceeding of the committee will be recorded and maintained.

OR

- The complaint will be heard and discussed by the governing, elected body at an open, public meeting. A written decision will be made within 30 working days. The decision of the governing body is final.
3. A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Chief Administrative Official)

\_\_\_\_\_  
(Title)

Attest: \_\_\_\_\_

## SECTION III: PART F

### LOW- AND MODERATE-INCOME REQUIREMENTS



CDBG Community Investment Fund Grant applications must document how the project will principally benefit low- and moderate-income (LMI) persons.

**Low- and moderate-income (LMI) is defined as income up to 80% of the median county income by household size. Appendix B lists the 2005 LMI limits for each county, as defined by HUD.**

Based on CDBG regulations, there are four categories for LMI benefit:

- |                            |                                  |
|----------------------------|----------------------------------|
| 1. Area benefit activities | Direct benefit activities        |
|                            | 2. Limited clientele             |
|                            | 3. LMI Housing                   |
|                            | 4. LMI Job creation or retention |

**The first and very important step is to clearly determine the boundaries of the proposed service area and the population to be served.**

#### Area Benefit Activities

Area benefit is the most commonly used category for basic activities. It is an activity that benefits all residents in a particular area, where at least 51% of the residents are low- and moderate-income persons.

- Examples include:
- Water and sewer improvements
  - Community centers

#### Required documentation:

1. **Census data** - Using HUD's 2000 Census data, document the jurisdiction or the applicable census area is at least 51% LMI. Appendix A lists the jurisdictions that meet this criterion. HUD's 2000 Census data by census tract or block group is available by request from the CDBG Program or can be found at the Internet address listed on page 20. List the source of census data used and provide associated maps, as instructed on page 39, Row I.

**OR**

**Income survey** - Document that a statistically valid income survey of the service area was conducted after January 2002. The Income Survey Worksheet must be completed and the survey methodology must be documented, as instructed on page 39, Row I.

2. **Complete the Low- and Moderate-Income Benefit Table on page 39.**

## How to Access Low- and Moderate-Income Census Data:

HUD's 2000 Census data by jurisdiction, census tract and block group is available at:  
<http://www.hud.gov/offices/cpd/systems/census/lowmod/wa/NonEntitledLocalGovernment.xls>

For unincorporated communities or service areas, the first step in using this census data is to identify the census tract and block group for the applicable area by reviewing census maps. These maps are available on the Census website: <http://www.census.gov> or through your local planning agency. Once the applicable census tract and block group numbers are identified, HUD's census data spreadsheet can be used. The final column on this spreadsheet lists the LMI percentage.

Since HUD's census data is in a large spreadsheet, you may need to contact the CDBG Program for assistance in identifying the applicable population and low- and moderate-income population data for a specific jurisdiction, census tract or block group.

### ***Note the following special circumstances:***

If a proposed project is to benefit an area that extends outside the incorporated jurisdiction and does not coincide sufficiently well with census boundaries, then an income survey of this larger benefit area must be conducted.

If a proposed project is to exclusively benefit a smaller area within the jurisdiction and the project clearly does not benefit the jurisdiction as a whole, then an income survey of this smaller benefit area must be conducted. However, since projects for smaller target areas are generally viewed by the CDBG Program as a benefit to the entire jurisdiction and determined ineligible, it is recommended the proposed project and income survey first be discussed with CDBG staff.

If a jurisdiction does not meet the 51% LMI National Objective criteria and desires to target an area or neighborhood that is over 70% LMI or is participating under the Empowerment Zone/Enterprise Community (EZ/EC) initiative, they may be able to meet the area benefit requirements under the Community Revitalization Strategy (CRS) process pursuant to 24 CFR 570.483(b)(1)(v) and (e)(5)(i). Contact CDBG staff for additional information and guidance.

## **Direct Benefit Activities**

These activities directly target services to lower income persons or benefit a limited number or specific group of people as long as at least 51% of those served are LMI persons (rather than everyone in an area). An activity can provide a direct benefit with the use of CDBG funds in any of the following ways:

### Limited Clientele

#### **1. Exclusively benefit a clientele who are presumed by HUD to be principally LMI persons. These special groups include:**

- **Abused children**
- **Battered spouses**
- **Illiterate persons**
- **Elderly persons**
- **Homeless persons**
- **Persons living with the disease AIDS**
- **Severely disabled adults (meeting Census' definition)**
- **Migrant farm workers**



If an activity is targeting persons belonging to one of the above HUD-defined special groups, it can be presumed, without requiring a survey, that the activity will be providing a 51% benefit to low- and moderate-income persons. A housing or job creation project cannot be qualified as benefiting LMI based on this special group presumed benefit.

Examples include:

- Construction of a facility to assist battered spouses.
- Renovation of a senior center.

OR

**2. Information on family size and income is available and shows at least 51% of the activity's clientele meet and will continue to meet the LMI income criteria.**

Examples include:

- Renovation of a child care facility.
- Renovation of a work force training center.

OR

**3. Income eligibility requirements limit the activity to LMI persons only.**

Example includes:

- Acquisition of a building to serve as a new Head Start Center.

OR

**4. Be of such nature and location that it may reasonably be concluded that the activity's clientele will primarily be LMI persons.**

Example includes:

- Construction of a day care center designed to serve a public housing complex.

OR

**LMI Housing**

**Require information on household income and residency of homeowners (or renters and affordable rent levels, if applicable) to establish eligible LMI households or housing units. For multiple unit housing projects, over half of the units must benefit LMI households.**

Examples include:

- Payment of infrastructure improvement assessments for LMI owner-occupied homes. (*an area benefit exception*).
- Housing rehabilitation – The rehabilitation of single- and multi-family residences occupied by owner or renter LMI households.
- Acquisition – The acquisition of property to be used for permanent housing to be occupied principally by owner or renter LMI households.
- Side service connections – The construction cost to hook-up and install or rehabilitate the side connections for owner or renter LMI households.

OR

## LMI Jobs

**Directly result in the creation or retention of jobs, at least 51% of which, on a full-time equivalent (FTE) basis, are documented as either *held by* LMI persons or made *available to* LMI persons.**

Examples include:

- Construction by the local government or subrecipient of a business incubator.
- Installation of public water and sewer lines to a site to serve a new distribution warehouse.

### Required documentation:

1. Complete the Low- and Moderate-Income Benefit Table on page 37.
2. Attach a description of the methodology used to establish principal benefit to LMI or the process to determine eligible LMI households or jobs, as instructed in Row I and Row J of the Low- and Moderate-Income Benefit Table on page 39.

### ***Note the following special circumstances:***

If a proposed project, such as a community center, is to provide space that will benefit the entire area but also is to provide space that targets lower income or special need clientele, then the Low- and Moderate-Income Benefit Table must document that either the entire project can qualify as an area benefit project OR that area data and income qualification data can be combined in proportion to the space used to demonstrate the project's overall benefit to low- and moderate-income persons.

If your project is close to the descriptions provided but uncertainty still exists, contact the CDBG Program to discuss your proposal, confirm eligibility and determine specific documentation requirements.

The Community Investment Fund Grant may not be the most appropriate CDBG fund for your housing or economic development project. It is recommended you contact the CDBG Program Staff to discuss your project and consider other CDBG or non-CDBG fund sources.

## INCOME SURVEY WORKSHEET

(See instructions on next page)

**NOTE: This Income Survey Worksheet is required only when an income survey is being used to document benefit.**

- |   |           |
|---|-----------|
| 1. Enter the current estimated total number of households in the service area.  | 1. _____  |
| 2. Enter the total number of households interviewed.  | 2. _____  |
| 3. Enter the total number of low- and moderate-income households interviewed.   | 3. _____  |
| 4. Enter the total number of persons living in the low- and moderate-income households interviewed.   | 4. _____  |
| 5. Enter the total number of households interviewed in which the income was above the low- and moderate-income level.   | 5. _____  |
| 6. Enter the total number of persons living in the households interviewed in which the income was above the low- and moderate-income level.                                       | 6. _____  |
| 7. Divide Line 4 by Line 3. (This is the average size of low- and moderate-income households interviewed.)  | 7. _____  |
| 8. Divide Line 6 by Line 5. (This is the average size of non-low- and moderate-income households interviewed.)  | 8. _____  |
| 9. Divide Line 3 by Line 2. (This is the approximate percentages of households interviewed that have low- and moderate-incomes.)  | 9. _____  |
| 10. Divide Line 5 by Line 2. (This is the percentage of households interviewed that does not have low- and moderate-income.)  | 10. _____ |
| 11. <b>Multiply Line 1 by Line 9. (This is the estimate of the total number of low- and moderate-income households in the service area.)</b>                                      | 11. _____ |
| 12. Multiply Line 1 by Line 10. (This is the estimate of the total number of non-low - and moderate-income households in the service area.)                                       | 12. _____ |
| 13. <b>Multiply Line 7 by Line 11. (This is the estimate of the total number of low - and moderate-income persons in the service area.)</b>                                       | 13. _____ |
| 14. Multiply Line 8 by Line 12. (This is the estimate of the total number of non-low - and moderate-income persons in the service area.)  | 14. _____ |
| 15. Add Line 13 and Line 14. (This is the estimate of the total number of persons in the service area.)   | 15. _____ |
| 16. Divide Line 13 by Line 15, and multiply the resulting decimal by 100. (This is the approximate percentage of persons in the service area who have low- and moderate-incomes.) | 16. _____ |

## INCOME SURVEY WORKSHEET INSTRUCTIONS

The Income Survey Worksheet provides a summary of the results from an income survey conducted by the applicant jurisdiction to document the number and percentage of low- and moderate-income persons and households in a proposed project service area.

To complete the worksheet, follow the instructions provided in each of the numbered sentences on the worksheet. The survey sample size (line 2) must be of adequate size and sufficiently random to provide a statistically valid database, as defined by the Community Survey Guide.

Income surveys must be the most recently conducted since January 2002. Guidance in completing a survey is found in our Community Survey Guide available online at <http://www.cted.wa.gov/cdbg>.

**NOTE: Jurisdictions seeking funds from U.S. Rural Development (RD) sometimes conduct surveys to determine the median income level. One survey can be conducted to meet both CDBG and RD requirements by simply asking for the actual household income and the number of persons in the household.**

### **When an Income Survey is used:**

Submit the following documentation of the survey process:

1. A sample of the survey tool, tallying the number of responses by household size.
2. A written description of the survey process, describing how the universe was defined and efforts to ensure randomness.
3. The Income Survey Worksheet (page 37).

## LOW- AND MODERATE-INCOME BENEFIT TABLE

(See instructions on next page.)

| A<br><br>Activity | Non-Housing Activities                       |  |  | Housing Activities                              |   |   | D<br><br>Total CDBG Dollars Requested | E<br><br>Total Funds to Benefit LMI Persons/ Households | F<br><br>HUD National Objective |
|-------------------|--|--|--|---|---|---|---------------------------------------|---|---------------------------------|
|                   | B-1<br><br>Total Number of Persons Benefited | B-2<br><br>Number of LMI Persons Benefited | B-3<br><br>Benefit Index % for Persons | C-1<br><br>Total Number of Households Benefited | C-2<br><br>Number of LMI Households Benefited | C-3<br><br>Benefit Index % for Households |                                       |   |                                 |
|                   |  |  |  |   |   |   |                                       |   |                                 |

G. Total Project Benefit to Low- and Moderate-Income Persons/Households:

Total of Column E \$\_\_\_\_\_ divided by total of Column D \$\_\_\_\_\_ = \_\_\_\_\_%

H. Average CDBG Investment Per Household Benefited:

Total of Column D \$\_\_\_\_\_ divided by the total households in the service area that will benefit \_\_\_\_\_ = \$\_\_\_\_\_ per household.

I. When the benefit in the B-3 or C-3 columns are less than 100%, attach a listing of all data sources and a description of methods used to generate data for this table. See the instructions for more detail.

J. When the benefit in the B-3 or C-3 columns are 100%, attach a description of the process to be used to determine LMI eligibility.

## LOW- AND MODERATE-INCOME BENEFIT TABLE INSTRUCTIONS

The information contained in this table will be used for the threshold review of low- and moderate-income (LMI) benefit for each activity. To determine the benefit to LMI persons or households, applicants must provide existing documentation, conduct an income survey with an adequate methodology and response rate, or describe the method to be used for establishing income eligibility. If the means for determining benefit is not adequate, the activity to which the benefit applies will be eliminated from consideration or the entire application may not be accepted. At a minimum, 51% of the beneficiaries of each activity must have low or moderate incomes. Each calculation must be based on reliable and verifiable data. Consult CDBG Program staff with questions regarding computations.

First, determine whether an activity proposed for CDBG funding is a housing or non-housing activity. For more information on eligible housing activities, see the Overview of Eligible and Ineligible Activities on page 7 or contact the CDBG Program. Then follow the specific instructions for housing or non-housing activities below.

Column A: List each project activity including general administration. (Examples are water improvements, acquisition, community facilities, side service connections, etc.)

### **For Non-Housing Activities**

Column B-1: For each non-housing activity, enter the total number of **persons** that will benefit.

When an INCOME SURVEY is used: Refer to line 15 of the Income Survey Worksheet (page 37) for the number of **persons** that will benefit or use more current population data, if available.

Column B-2: For each non-housing activity, enter the total number of LMI **persons** that will benefit.

When an INCOME SURVEY is used: Refer to line 13 of the Income Survey Worksheet (page 37) for the number of LMI **persons** that will benefit. **-OR-**

When CENSUS DATA are used: Multiply the number in Column B-1 by the percent in Column B-3.

For 100% direct benefit activities, the number of **persons** in Columns B-1 and B-2 should be the same.

Column B-3: For each non-housing activity, enter the Benefit Index (%) for **persons**.

When an INCOME SURVEY is used: Use the percent in line 16 of the Income Survey Worksheet (page 37) or calculate the Benefit Index for non-housing activities by dividing the number in Column B-2 by the number in Column B-1. **-OR-**

When CENSUS DATA are used: Refer to Appendix A, page 62, for a list of jurisdictions with at least a 51% LMI population. If the project service area is an unincorporated jurisdiction, a smaller area within an incorporated jurisdiction or an area that extends beyond the jurisdiction, contact the CDBG Program staff for additional guidance on locating applicable census data. **-OR-**

If an activity or program is targeting persons belonging to one of HUD's special groups listed on page 34, and an income survey of this population has not been conducted, you can use 51% as the Benefit Index (Column B-3), but you must also explain how the activity is targeting the special group (Row I).

Column E: For each non-housing activity, calculate the Total Funds to Benefit LMI **persons**, by multiplying Column B-3 by Column D.

Columns G-J: Follow the instructions for these columns on the following pages.

### **For Housing Activities**

Column C-1: For each housing activity, enter the total number of **housing units** or **households**.

Column C-2: For each housing activity, enter the total number of LMI **housing units for LMI households**. For more information on eligible housing activities, see the Overview of Eligible and Ineligible Activities on page 7.

For multiple unit housing projects, over half of the units must benefit LMI households. Please contact CDBG Program staff for more specific requirements.

For 100% direct benefit activities, the number of households in Column C-1 and C-2 should be the same.

Column C-3: For each housing activity, enter the Benefit Index (%) for **households**.

Calculate the Benefit Index for housing activities by dividing the number in Column C-2 by the number in Column C-1.

When the activity provides a direct benefit to only LMI households, enter 100%.

**NOTE:** To determine the Benefit Index for general administration, use the Benefit Index listed for the activity with the highest dollar amount in Column D (Total CDBG Request).

Column D: List the total amount of CDBG funds that will be used for each activity.

Column E: For each housing activity, calculate the Total Funds to Benefit LMI **households**, by multiplying Column C-3 by Column D.

Column F: For each activity, indicate the number of the national objective it meets. (In most cases, the activity will meet the first national objective.)

1. Principally benefits persons of low- and moderate-income households;
2. Eliminates slums or blight; or
3. Meets urgent community development needs that are a threat to public health or safety.

- Row G: To calculate the Total Project Benefit to Low- and Moderate-Income Persons/Households for the entire project, divide the total of Column E by the total of Column D.
- Row H: To calculate the Average CDBG Investment Per Household Benefited, divide the total of Column D by the total households in the service area that will benefit.
- Row I: Attach a listing of all data sources, a description of methods used to generate data and the basis for the activities' principal benefit to LMI persons and/or households. This must be complete to pass threshold review.

When an INCOME SURVEY is used: **Submit the following documentation** of the survey process:

1. A sample of the survey tool, tallying the number of responses by household size.
2. A written description of the survey process, describing how the universe was defined and efforts to ensure randomness.
3. The Income Survey Worksheet (page 37).

When CENSUS DATA is used: List the census tract(s) and provide associated maps.

If a proposed project, such as a community center, is to provide space that will benefit the entire area but also is to provide space that targets lower income or special need clientele, then the Low- and Moderate-Income Benefit Table must document that either the entire project can qualify as an area benefit project OR that area data and income qualification data can be combined in proportion to the space used to demonstrate the project's overall benefit to low- and moderate-income persons. A description of the methods used to establish the benefit for each specific activity must be attached to this Table.

- Row J: When the benefit listed in Column B-3 or C-3 of this table is 100%, describe the process and income levels to be used to establish LMI eligibility. Use attachments as necessary.



# **SECTION IV:**

## **APPLICATION NARRATIVE, BUDGET, AND WORKPLAN**

---

This section provides specific questions and rating criteria that must be addressed in your application's narrative statements. More points will be given to applicants demonstrating measurable and quantifiable information with documentation that supports their claims.

If submitting an economic development application, it is strongly recommended the applicant contact Dan Riebli, CDBG Program Manager, to obtain additional details.

Dan Riebli, (360) 725-3017 or [danr@cted.wa.gov](mailto:danr@cted.wa.gov)

To receive a copy of Sections 3 and 4 on CD or via email, contact Sarah Sweeney at (360) 725-3020 or [sarahs@cted.wa.gov](mailto:sarahs@cted.wa.gov). You can also download these sections at: <http://www.cted.wa.gov/cdbg>.

## **SECTION IV: PART A NARRATIVE INSTRUCTIONS**

CDBG Community Investment Fund (CIF) grants will be awarded to the projects that attain the highest comparative scores as determined by criteria that is outlined in the following narrative section. In order to receive funding, projects must demonstrate that they meet the following conditions:

- There is a compelling need for public assistance.
- A feasible technical solution to the problem or opportunity being addressed has been identified and agreed to by affected citizens, the local government, and the appropriate regulatory agencies.
- There is a clear and feasible plan for implementing the project and maintaining its operation into the foreseeable future.
- There is credible evidence that the results will be commensurate to the amount of public funds requested.

An applicant must demonstrate that all of these conditions have been met in order to be considered for funding. The best way to satisfy this requirement is to sequentially respond to the questions provided within the narrative section of this CDBG CIF application handbook.

The CIF application narrative is one of the most critical parts of a jurisdiction's application. The narrative section must tell the story of a project well enough to be compared to other CIF projects. For this purpose, questions have been formulated to help an applicant attain the highest possible score for its proposal.

Responses to the questions provided by applicants will be rated using specific criteria that cover four parts or statements of a project application, stating:

- The need for the project.
- Capacity of the applicant to implement and support the project.
- Readiness to proceed with implementation.
- The results if funded.

Taken together, these four statements form the basis of any well-developed project, not just a CDBG project.

The application rating criteria are presented at the beginning of each statement or narrative section, followed by a list of questions. The questions relate directly to the criteria and are meant to clarify what specific information is needed in order for an application to be given a score. Inadequate or missing information will likely mean a lower score.

It is recommended an applicant use the questions as a guide to organize its information. The questions are meant to assist in fleshing-out a project and should not require the assistance of a professional grant writer. By working with the questions sequentially, it should be possible for an applicant to tell where its own project is strong (or weak) in terms of its overall development.

**All applicants must provide answers to the questions within Section IV, Part B. The applicant's narrative response must include the following forms, which are provided in this application:**

- **Completed budget forms**
- **Project Work plan**
- **Operating budget form**
- **Contact list**

A maximum of 100 points will be assigned to each complete application. A minimum score of 65 points must be achieved in order to receive a CDBG CIF grant. Points will be assigned to each applicant's narrative statement using the rating criteria that immediately precedes each of the four narrative statements. During the rating process, people whose names are provided on the application contact list may be contacted to verify or provide additional information regarding an application. Experts may also be contacted to assist in the evaluation and rating of applications.

## SECTION IV: PART B NARRATIVE STATEMENTS

### *NEED Statement*



**Your “NEED” statement will be evaluated on a competitive basis against other projects (25 POINTS).**

**Your project will be compared to others based on:**

- The clarity of the need - including whether it is substantiated with data and documentation, and the credibility of the documentation.
- A comparison of the relative hardship and the frequency of the identified need.
- Number and economic status of individuals affected by the need, including both the impact on the community at large and the impact on low- and moderate-income persons in particular.
- The level of urgency to address the need – including whether it has been ordered as part of a mandated corrective action.
- Estimation of what would happen if nothing were done.

### *Instructions*

**Describe the situation taking care to answer ALL of the questions below. Be as clear as possible and back your statements with data and documentation.**

1. What is the need/problem? Define the geographic area affected – Include a map of the jurisdiction and the service area for the proposed project.
2. Who is affected? Tell us the total number of people affected, how they are affected, and how often they are affected. What hardships are people facing as a result of the existing need?
3. Are low- and moderate-income (LMI) people affected more than non-LMI? If so, how?
4. Are there regulatory orders to address this need? If yes:
  - Describe what these orders are and the consequences if they are not addressed?
  - Complete the Contact List, page 61. Include the name, phone number, and e-mail address of the appropriate contact from any agency that has issued a compliance order related to your project.
5. Is this project a priority for the community? What was the process used to determine community priorities and the choice to select this project.
6. Explain what will happen if nothing is done.

## *CAPACITY Statement*

---



**Your “CAPACITY” statement will be evaluated on a competitive basis against other projects (25 POINTS).**

**Your project will be compared to others based on:**

- Whether or not the jurisdiction (and participating subrecipient if applicable) has the organizational/financial capacity and authority to address the need on their own.
- Financial need – including whether the community is sufficiently contributing towards the project (given their capacity in terms of revenues, debt capacity, potential user fees, staff resources, leveraged funds, etc.).
- Past efforts and/or attempts to address the need.
- Capacity of the jurisdiction (or responsible subrecipient) to operate and manage the project into the foreseeable future.

### *Instructions*

**Describe the situation taking care to answer ALL of the questions below. Be as clear as possible and back your statements with data and documentation.**

1. How able is your community to meet this need on its own?
2. Describe past efforts to address this need.
3. What incremental steps could you take on your own without outside funding?
4. What immediate resources do you have at your disposal to contribute to the project (including staff, equipment, revenue, CDBG program income from a previous project)?
5. Do you have staff capacity to manage this project? How will you keep the project on track? Explain the organization capacity of the responsible parties needed to implement and maintain your project.
6. If there will be a subrecipient:
  - Describe the relationship between the subrecipient and applicant and who will have responsibilities for: grant administration, procurement, oversight, environmental review, labor standards compliance, etc.
  - Attach the subrecipient’s last annual audited financial statement (including operating budget).
7. How will the community support the on-going operations and maintenance of the project for at least ten years?

## READINESS Statement



**Your “Readiness” statement will be evaluated on a competitive basis against other projects (25 POINTS).**

**Your project will be compared to others based on:**

- Degree to which the proposed project is consistent with past planning efforts, or if not, the clear reason why.
- Certainty that the project as proposed is technically feasible, cost effective and the most appropriate alternative.
- Whether or not the necessary relationships between the organizations needed to make the project work in the long-term are clearly established and appropriate.
- Documentation demonstrating strong agreement among all interested and affected parties that the project as proposed is necessary and appropriate.
- Extent to which all necessary financial and non-financial project participants are firmly committed and involved at the point of application.
- Evidence that the time between contract award and the point at which the public benefits will begin is minimal.
- Thoroughness and reasonableness of the Budget Assumptions and Budget Form.
- Completeness of the Work Plan narrative and Work Plan Form

### *Instructions*

**Describe the situation taking care to answer ALL of the questions below. Be as clear as possible and back your statements with data and documentation.**

1. Is the project identified in your comprehensive plans or other plans? List the plans and indicate whether the project is consistent with the recommendations within the planning documents.
2. Describe your proposed project/solution. Include a detailed list of all essential components.
3. What other technical options have been considered to address the need? Why is your proposed technical option the best?
4. If relevant, are regulatory agencies in agreement that the proposed solution is the right solution? Provide letters of agreement if available.
5. If site acquisition is part of the overall project, document that you have site control, such as with a sales and purchase agreement. If there is no site control, describe how and when a site will be secured.

6. What funding source options or project-phasing options have been considered? Why is your proposed financing option the best? List the funding sources that are committed. If not yet committed, when will you apply and when will funding decisions be made? Provide documentation of funds already committed.
7. Is the project ready to proceed? If not ready to proceed, what else must be done before it is?
8. Complete the Budget Forms (Page 50). In the Budget Narrative, provide assumptions supporting your numbers.
9. Complete the Work Plan Form, (Page 59). The work plan narrative should clarify the listed actions and provide additional details. At what point are you now?
10. Complete the Contact List (Page 61). Include the name, phone number and e-mail address of the appropriate contact for each of the funding sources and/or project partners that you have submitted an application to or received a funding commitment from.

## RESULTS Statement



**Your “Results” statement will be evaluated on a competitive basis against other projects (25 POINTS).**

**Your project will be compared to others based on:**

- Degree of certainty that the project will have the desired impact and will address the need in the way and to the level it was intended.
- Benefit of the project to persons and households that are both above and below the low- and moderate-income level within the intended service area.
- Methods that will be used to measure results and how this information will be used and reported.
- Return on Investment - Degree of certainty that the project will produce outputs<sup>1</sup> and outcomes<sup>2</sup> that are commensurate with the amount of public resources provided and secured.

### Instructions

**Describe the project outputs and outcomes taking care to answer ALL of the questions below. Be as clear as possible and back your statements with data and documentation.**

1. To what extent does the project address the specific needs identified in your “NEED STATEMENT”?
2. **How many** people will benefit? How many households will benefit?
3. How will this project make a **difference** in people’s lives?
4. If funded, what performance measures will you use to evaluate project success?
5. Explain how the project’s expected outcomes and outputs are commensurate with the amount of CDBG funds being requested.
6. IF THIS IS A COMMUNITY FACILITY PROJECT (e.g. community center, senior center, health center, etc.) please provide a “Before” and “After” outlook of your current facilities, services and occupants and how this will change as a result of the project. Please specify if new services and occupants are confirmed and include letters of commitment if available.

---

<sup>1</sup> Outputs = Things that you can count (quantity). For example, the number of people to be served by a project.

<sup>2</sup> Outcomes = How people will benefit from the project (quality). For example, what difference will the project make in an individual's life?



## **SECTION IV: PART C CDBG BUDGET FORMS AND INSTRUCTIONS**

This part of the General Application Instructions, Requirements, and Forms provides guidance for completing the CDBG Budget components:

- 1) CDBG Budget Assumptions.
- 2) CDBG Project Budget Form.
- 3) CDBG Operations Budget Form.

All applicants **must** complete budget components 1 and 2. Component 3 must be completed for proposals containing Public Facility, Public Service, or Community Facility activities.

## **COMPONENT 1. THE BUDGET ASSUMPTIONS INSTRUCTIONS**

The Assumptions provide a description of how the budget was determined. It should include an explanation and a cost estimate for each line of the CDBG Project Budget Form, and the Operations Budget Form, if applicable. The Budget Assumptions provide detail for each source of funds, the corresponding dollar amount, and explain how the different sources will be utilized.

The assumptions should include the following:

- Explanation of why the budget is reasonable and appropriate, considering the scope, substance, and duration of the proposed project.
- State the assumptions that support line item calculations; be detailed and specific.
- Provide a brief description of any proposed purchase of equipment that would cost over \$300.

When addressing projects which include public facility or community facility activities, the Budget Assumptions should explain and demonstrate budget projections with source of funds, explain how the applicant will continue operating the facility, and provide services after the proposed CDBG project is completed.

(This application package does not contain a sample budget assumptions format.)

**APPLICANTS MUST PROVIDE THOROUGH BUDGET ASSUMPTIONS FOR EACH LINE ITEM.**

**COMPONENT 2: CDBG PROJECT BUDGET**

|  | Source 1    | Source 2 | Source 3 | Total |
|--|-------------|----------|----------|-------|
| <b>Funding Status</b>  | <b>CDBG</b> |          |          |       |
| <b>Are the sources Committed? (Yes/No)</b>                                   |             |          |          |       |
| <b>If not, date when commitment expected.</b>                                |             |          |          |       |
| <b>Budget Elements</b>   |             |          |          |       |
| General Administration   |             |          |          |       |
| (CDBG contract execution, files and record keeping, civil rights compliance) |             |          |          |       |
| Project Administration   |             |          |          |       |
| (Project Manager, Consultant Fees)   |             |          |          |       |
| Environmental Review   |             |          |          |       |
| Architectural Fees   |             |          |          |       |
| Engineering Fees   |             |          |          |       |
| Acquisition/ Relocation  |             |          |          |       |
| Architectural Barrier Removal  |             |          |          |       |
| Housing Activities   |             |          |          |       |
| Water/sewer side connections   |             |          |          |       |
| Sewer Improvements   |             |          |          |       |
| Water Improvements   |             |          |          |       |
| Street Improvements  |             |          |          |       |
| Fire Protection  |             |          |          |       |
| Community Facilities   |             |          |          |       |
| Commercial/Industrial Facilities   |             |          |          |       |
| Revolving Loan Fund Program  |             |          |          |       |
| Public Services  |             |          |          |       |
| Planning   |             |          |          |       |
| Other, list  |             |          |          |       |
|  |             |          |          |       |
| <b>Total</b>   |             |          |          |       |

**(Use a second copy of form if more than 3 funding sources.)**

## COMPONENT 2: CDBG PROJECT BUDGET FORM INSTRUCTIONS

The CDBG Project Budget Form is used to provide the total budget of the proposed CDBG project, and is divided between activity costs (such as general administration, project administration, public facilities construction or housing rehabilitation).

When determining costs for the Project Budget Form, applicants should indicate only the level of funding necessary to carry out the project. The grant request must be sufficient either by itself or in combination with other proposed funding sources to assure effective administration and completion of the proposed project within the contract period.

Complete the Project Budget Form as follows; list CDBG costs in the Source 1 column and estimated costs associated with other sources (as well as the name of the other source) in the Source 2 and Source 3 columns, as needed.

**Funding Status-** For each funding source, use first two lines in the corresponding column to indicate whether there is a firm funding commitment or, if not, when a firm commitment is expected.

**General Administration-** Grantees should carefully complete this line item. In addition to identifying administrative expenditures, it will serve as a guide for preparing the contract and for project monitoring in the event the proposal is funded. General Administration is distinct from project administration, which is defined on the next page.

If applying for CDBG administrative funds, applicants should keep in mind that grant recipients are expected to stay within this budget; administrative costs are not normally changed during the life of the project.

The following is a list of eligible general administration activities:

- Review and execution of the CDBG contract.
- Establishment of CDBG files and record keeping.
- Compliance with civil rights activities including fair housing activities, Section 504, ADA, and Title VI.
- Contract close-out activities.

The general administration line item does not include the administrative costs for project activities such as housing, economic development, community facilities, or public facilities. General administration does not include any costs associated with the preparation of a CDBG application. ***The application preparation costs are ineligible under CDBG guidelines.*** Please contact CDBG Program staff if you have questions concerning administration costs.

**All applicants must complete the administrative line item whether they are requesting CDBG funds for administration or not. General Administration costs can be covered through local or in-kind contributions.**

Items to include when computing the general administration line item include:

**Personal Services** -Compute all salaries, wages, and fringe benefits to be paid for general administration of the grant.

**Office Costs** - Compute the costs of supplies. Include postage costs, telephones, equipment leasing costs, printing and publication costs, and office costs. Publishing Fair Housing resolutions can also be costly and should be considered when preparing the budget.

**Professional Services** -Compute consultant costs, legal costs, and audits costs. Generally, engineering and other technical services should be entered under engineering and other technical services line items.

**Other** - Applicants should take into consideration any other administrative costs or expenses which may be incurred prior to administrative close-out.

Enter total costs calculated for general administration and enter under the general administration line item.

**Project Administration-** Enter all costs which are directly related to project implementation and carrying out the CDBG project.

Eligible project administration activities include, but are not limited to:

- Conducting environmental reviews and preparing environmental review documents.
- Attending grant management training workshops.
- Processing payment vouchers.
- Ensuring labor standards compliance.
- The costs of processing applications for direct benefit projects and conducting inspections.

**Architectural Fees-** Enter all costs associated with the use of an architectural firm.

**Engineering Fees-** Enter the total engineering costs associated with the project.

**Acquisition-** Enter total purchase price, include the appraisal costs in addition to any closing costs associated with the acquisition of property. Explain all costs listed in the Budget Assumptions.

**Relocation-** List all costs associated with relocation. If you are unsure if relocation is applicable, contact the CDBG Program staff.

**Architectural Barrier Removal-** Enter costs associated with removing architectural barriers to bring facilities into compliance with the Americans with Disabilities Act.

**Housing Activities-** Enter all costs associated with housing activities. If there are administrative, planning, architectural, or engineering costs directly associated with a specific listed housing activity, include those costs on the appropriate line item. Explain all housing activity costs in the Budget Assumptions.

**Water/Sewer Side Connections-** Enter costs associated with the replacement or construction of water or side service connections. This includes all work done on private property. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

**Sewer Improvements-** Include all costs associated with construction or rehabilitation of the sewer system. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

**Water Improvements-** Enter costs associated with construction or rehabilitation of the water system. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

**Street Improvements-** Enter costs associated with construction or rehabilitation of streets. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item.

**Fire Protection-** List all costs associated with fire protection such as fire protection equipment or fire protection vehicles. Explain all fire protection activity costs in the Budget Assumptions.

**Community Facilities -** Enter all costs associated with community facilities activities if the project category of the application is community facilities or includes community facilities activities as part of a comprehensive application. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item. Explain all community facilities activity costs in the Budget Assumptions.

**Commercial/Industrial Facilities-** Enter all costs associated with commercial or industrial activities if the project category of the application is economic development or includes economic development activities as part of a comprehensive application. If there are administrative, planning, architectural, or engineering costs directly associated with a specific activity, include those costs on the appropriate line item. Explain all economic development activity costs in the Budget Assumptions.

**Revolving Loan Fund Programs-** List costs associated with setting up or retaining a revolving loan fund program. Explain all costs in the Budget Assumptions.

**Public Services** - Enter total public services costs. This refers to direct costs (including personnel, supplies, and travel) associated with the provisions of public services eligible under the CDBG Program. Please note: Not more than 15% of the total request may be used for public services, unless approved by the CDBG Program.

**Planning-** Enter total planning costs. This refers to proposed planning costs directly related to the overall project proposal, and is not related to the CDBG Planning-Only Grant that has its own application cycle. The combined general administration costs and planning costs may not exceed 15% of the total funding request.

**Other-** List costs associated with any other activity not listed above, such as clearance, flood control or drainage activities, or parking. Explain all activities in the Budget Assumptions.

NOTE: For Comprehensive Projects - Use line items which reflect activities included in the proposal.

**Total Project Budget** - Enter total for each source and a grant total on the line provided. These totals should match those amounts listed on the Project Summary Form.

| <b>COMPONENT 3: OPERATIONS BUDGET FORM</b> |                 |                 |                 |                 |                 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>BUDGET YEAR BEGINNING DATE</b>          |                 |                 |                 |                 |                 |
| <b>REVENUES</b>                            | <b>1ST YEAR</b> | <b>2ND YEAR</b> | <b>3RD YEAR</b> | <b>4TH YEAR</b> | <b>5TH YEAR</b> |
| 1. User Fees                               |                 |                 |                 |                 |                 |
| a.   |                 |                 |                 |                 |                 |
| b.   |                 |                 |                 |                 |                 |
| 2. Grants                                  |                 |                 |                 |                 |                 |
| a.   |                 |                 |                 |                 |                 |
| b.   |                 |                 |                 |                 |                 |
| 3. Municipal Budget Allocation             |                 |                 |                 |                 |                 |
| 4. Other Revenue Sources                   |                 |                 |                 |                 |                 |
| a.   |                 |                 |                 |                 |                 |
| b.   |                 |                 |                 |                 |                 |
| Total Annual Revenues                      |                 |                 |                 |                 |                 |
| <b>OPERATING EXPENSES</b>                  |                 |                 |                 |                 |                 |
| 1. Salary, Wages, Benefits                 |                 |                 |                 |                 |                 |
| 2. Insurance                               |                 |                 |                 |                 |                 |
| 3. Utilities                               |                 |                 |                 |                 |                 |
| 4. Operating Reserve                       |                 |                 |                 |                 |                 |
| 5. Travel/Training                         |                 |                 |                 |                 |                 |
| 6. Office Equipment/Supplies               |                 |                 |                 |                 |                 |
| 7. Marketing and Advertising               |                 |                 |                 |                 |                 |
| 8. Loan Repayments                         |                 |                 |                 |                 |                 |
| 9. Repairs                                 |                 |                 |                 |                 |                 |
| 10. Services - Contracts                   |                 |                 |                 |                 |                 |
| 11. Maintenance Supplies                   |                 |                 |                 |                 |                 |
| 12. Replacement Reserve                    |                 |                 |                 |                 |                 |
| 13. Other Expenses (specify)               |                 |                 |                 |                 |                 |
| a.   |                 |                 |                 |                 |                 |
| b.   |                 |                 |                 |                 |                 |
| Total Annual Operating Expenses            |                 |                 |                 |                 |                 |



### COMPONENT 3: OPERATIONS BUDGET FORM INSTRUCTIONS

An Operations Budget Form is required for each community facility and public facility proposals, and any other facilities-based project which will continue operating after CDBG funding is completed. The Operations Budget Form consists of a summary of projected annual revenues and operating expenses for a five year period following completion of the project.

Budget Year- Enter the beginning and ending dates of the Budget Year in the spaces provided. Start the budget year after project completion.

Instructions for the Operations Budget Form are as follows:

Revenues- Under Line 1, enter expected annual revenues from user fees, by type of user fee.

Under Line 2, enter expected annual grant amounts, by specific grant source.

Under Line 3, enter anticipated budget allocations from local units of government, by jurisdiction.

Under Line 4, detail Other Revenue Sources in the spaces provided.

Enter Total Annual Revenues.

Expenses- Under Line 1 through 12, enter the amounts of all expenses and contingency funds for items listed. Under Line 13, detail Other Expenses in the spaces provided.

Enter Total Annual Operating Expenses.

Total Annual Revenues should meet or exceed Total Annual Operating Expenses. If Total Annual Operating Expenses exceed expected Total Annual Revenues, describe in the Budget Assumptions how the facility will maintain operation.

Note: Explain each line item on the Operations Budget Form in the Budget Assumptions.

## SECTION IV: PART D PROJECT WORK PLAN

The Work Plan form should be supported with a Work Plan narrative to clarify the listed actions and provide additional details.

| ACTIONS | DATES (FROM – TO) | RESPONSIBLE PARTY(IES) |
|---------|-------------------|------------------------|
|         |                   |                        |

**-- SAMPLE --**  
**TOWN OF COZY COVE**  
**2006 COMMUNITY INVESTMENT FUND GRANT APPLICATION**

The Work Plan form should be supported with a Work Plan narrative to clarify the listed actions and provide additional details.

| ACTIONS  | DATES (FROM – TO) | RESPONSIBLE PARTY(IES) |
|--|-------------------|------------------------|
| <b>PROJECT START UP</b>                            |                   |                        |
| Attend grant management workshop .....             | 04/15/2005        | Consultant             |
| Select administrative personnel .....              | 03/01/2005        | Mayor                  |
| Establish files/admin. procedures .....            | 04/19/2005        | Mayor                  |
| Negotiate contract with CTED .....                 | 05/15/2005        | Clerk/Consultant       |
| Begin environmental review .....                   | 05/25/2005        | Consultant             |
| Environmental release of funds .....               | 07/30/2005        | CTED                   |
| <b>PROJECT DESIGN</b>                              |                   |                        |
| Issue notice to proceed to engineer .....          | 08/03/2005        | Council                |
| Commence design .....                              | 08/10/2005        | Engineer               |
| Complete project design .....                      | 10/02/2005        | Engineer               |
| Approval of design by regulatory agency(ies) ..... | 11/30/2005        | DOH                    |
| Prepare bid documents .....                        | 01/01/2006        | Engineer               |
| <b>ADVERTISE FOR CONSTRUCTION BID</b>              |                   |                        |
| Review contract requirements .....                 | 01/01/2006        | Engineer & Town        |
| Publish bid advertisement .....                    | 10/02/2006        | Clerk & Engineer       |
| Open bids and examine proposals .....              | 11/24/2006        | Clerk                  |
| Request construction debarment review .....        | 11/27/2006        | Engineer               |
| Select contractor and award bid .....              | 12/04/2006        | Council                |
| Conduct pre-construction conference .....          | 01/11/2007        | Engineer & Town        |
| Issue notice to proceed .....                      | 02/11/2007        | Mayor                  |
| Submit drawdowns and progress reports .....        | Ongoing           | Clerk                  |
| <b>PROJECT CONSTRUCTION</b>                        |                   |                        |
| Begin construction .....                           | 04/18/2006        | Contractor             |
| Monitor engineer and contractor .....              | Ongoing           | Mayor & Council        |
| Conduct labor compliance reviews .....             | Ongoing           | Engineer               |
| Hold construction progress meetings .....          | Ongoing           | Engineer               |
| Final Inspection .....                             | 09/24/2007        | Engineer               |
| Submit drawdowns and progress report .....         | Ongoing           | Clerk                  |
| <b>PROJECT CLOSEOUT</b>                            |                   |                        |
| Conduct final public hearing .....                 | 10/07/2007        | Council                |
| Submit final drawdown .....                        | 11/03/2007        | Clerk                  |
| Complete close-out performance report .....        | 11/15/2007        | Engineer & Mayor       |
| Submit final certification – OR                    |                   |                        |
| Submit conditional certifications .....            | 11/15/2007        | Engineer               |
| Include project in audit .....                     | 11/30/2007        | Clerk                  |

**SECTION IV: PART E**  
**CONTACT LIST FOR FUNDING RESOURCES,**  
**PARTNERS, AND INTERESTED PARTIES**

| PROGRAM | CONTACT PERSON | PHONE # AND E-MAIL |
|---------|----------------|--------------------|
|         |                |                    |
|         |                |                    |
|         |                |                    |
|         |                |                    |
|         |                |                    |
|         |                |                    |
|         |                |                    |
|         |                |                    |
|         |                |                    |
|         |                |                    |
|         |                |                    |
|         |                |                    |
|         |                |                    |
|         |                |                    |

# **SECTION V:**

## **APPENDICES**

---

- Appendix A: Jurisdictions with 51% or Greater Low- and Moderate-Income Population**
- Appendix B: 2005 Income Limits**
- Appendix C: Federal and State Regulations**
- Appendix D: Public Hearing Material (Spanish Version)**

**JURISDICTIONS WITH 51% OR GREATER  
LOW- and MODERATE-INCOME (LMI) POPULATION**

(Based On HUD's 2000 Census Data)

| NAME               | LMI<br>Population | TOTAL<br>Population | LMI<br>Percentage |
|--------------------|-------------------|---------------------|-------------------|
| Almira .....       | 173 .....         | 321 .....           | 53.9 .....        |
| Benton City .....  | 1,318 .....       | 2,533 .....         | 52.0 .....        |
| Bingen .....       | 435 .....         | 652 .....           | 66.7 .....        |
| Brewster .....     | 1,520 .....       | 2,125 .....         | 71.5 .....        |
| Bridgeport .....   | 1,453 .....       | 2,099 .....         | 69.2 .....        |
| Bucoda .....       | 404 .....         | 648 .....           | 62.3 .....        |
| Chelan .....       | 1,923 .....       | 3,532 .....         | 54.4 .....        |
| Chewelah .....     | 1,155 .....       | 2,129 .....         | 54.3 .....        |
| Clarkston .....    | 3,894 .....       | 7,067 .....         | 55.1 .....        |
| Cle Elum .....     | 922 .....         | 1,787 .....         | 51.6 .....        |
| Conconully .....   | 124 .....         | 209 .....           | 59.3 .....        |
| Concrete .....     | 497 .....         | 832 .....           | 59.7 .....        |
| Connell .....      | 1,375 .....       | 2,403 .....         | 57.2 .....        |
| Coupeville .....   | 875 .....         | 1,610 .....         | 54.3 .....        |
| Creston .....      | 121 .....         | 230 .....           | 52.6 .....        |
| Cusick .....       | 150 .....         | 211 .....           | 71.1 .....        |
| Ellensburg .....   | 8,027 .....       | 13,234 .....        | 60.7 .....        |
| Entiat .....       | 502 .....         | 959 .....           | 52.3 .....        |
| Everson .....      | 1,059 .....       | 2,043 .....         | 51.8 .....        |
| George .....       | 368 .....         | 510 .....           | 72.2 .....        |
| Goldendale .....   | 1,996 .....       | 3,665 .....         | 54.5 .....        |
| Grand Coulee ..... | 506 .....         | 878 .....           | 57.6 .....        |
| Granger .....      | 1,811 .....       | 2,586 .....         | 70.0 .....        |
| Hamilton .....     | 194 .....         | 330 .....           | 58.8 .....        |
| Hartline .....     | 79 .....          | 142 .....           | 55.6 .....        |
| Hatton .....       | 65 .....          | 118 .....           | 55.1 .....        |
| Hoquiam .....      | 4,724 .....       | 8,977 .....         | 52.6 .....        |
| Ione .....         | 302 .....         | 506 .....           | 59.7 .....        |
| Kahlotus .....     | 143 .....         | 257 .....           | 55.6 .....        |
| Kelso .....        | 6,133 .....       | 11,730 .....        | 52.3 .....        |
| Kettle Falls ..... | 838 .....         | 1,553 .....         | 54.0 .....        |
| Kittitas .....     | 708 .....         | 1,130 .....         | 62.7 .....        |
| Krupp .....        | 47 .....          | 78 .....            | 60.3 .....        |
| Lamont .....       | 66 .....          | 91 .....            | 72.5 .....        |
| Long Beach .....   | 707 .....         | 1,268 .....         | 55.8 .....        |
| Mabton .....       | 1,279 .....       | 1,911 .....         | 66.9 .....        |
| Malden .....       | 139 .....         | 213 .....           | 65.3 .....        |
| Mattawa .....      | 2,029 .....       | 2,703 .....         | 75.1 .....        |

**JURISDICTIONS WITH 51% OR GREATER  
LOW- and MODERATE-INCOME (LMI) POPULATION**

| NAME                 | LMI<br>Population | TOTAL<br>Population | LMI<br>Percentage |
|----------------------|-------------------|---------------------|-------------------|
| Mesa .....           | 269 .....         | 441 .....           | 61.0 .....        |
| Metaline .....       | 118 .....         | 179 .....           | 65.9 .....        |
| Metaline Falls ..... | 118 .....         | 199 .....           | 59.3 .....        |
| Mossyrock .....      | 253 .....         | 463 .....           | 54.6 .....        |
| Nespelem .....       | 107 .....         | 165 .....           | 64.8 .....        |
| Newport .....        | 1,093 .....       | 1,808 .....         | 60.5 .....        |
| Northport .....      | 212 .....         | 343 .....           | 61.8 .....        |
| Oak Harbor .....     | 12,622 .....      | 19,797 .....        | 63.8 .....        |
| Oakville .....       | 346 .....         | 640 .....           | 54.1 .....        |
| Okanogan .....       | 1,240 .....       | 2,281 .....         | 54.4 .....        |
| Omak .....           | 2,482 .....       | 4,461 .....         | 55.6 .....        |
| Oroville .....       | 1,005 .....       | 1,630 .....         | 61.7 .....        |
| Othello .....        | 3,172 .....       | 5,700 .....         | 55.6 .....        |
| Pe Ell .....         | 391 .....         | 688 .....           | 56.8 .....        |
| Pullman .....        | 11,621 .....      | 19,792 .....        | 58.7 .....        |
| Quincy .....         | 2,951 .....       | 5,116 .....         | 57.7 .....        |
| Raymond .....        | 1,516 .....       | 2,754 .....         | 55.0 .....        |
| Republic .....       | 558 .....         | 978 .....           | 57.1 .....        |
| Riverside .....      | 217 .....         | 349 .....           | 62.2 .....        |
| Rock Island .....    | 467 .....         | 883 .....           | 52.9 .....        |
| Royal City .....     | 1,133 .....       | 1,840 .....         | 61.6 .....        |
| Sequim .....         | 2,109 .....       | 4,086 .....         | 51.6 .....        |
| Soap Lake .....      | 1,082 .....       | 1,695 .....         | 63.8 .....        |
| South Bend .....     | 963 .....         | 1,809 .....         | 53.2 .....        |
| Springdale .....     | 202 .....         | 316 .....           | 63.9 .....        |
| Starbuck .....       | 85 .....          | 115 .....           | 73.9 .....        |
| Sumas .....          | 572 .....         | 965 .....           | 59.3 .....        |
| Sunnyside .....      | 8,704 .....       | 13,869 .....        | 62.8 .....        |
| Tenino .....         | 829 .....         | 1,448 .....         | 57.3 .....        |
| Tieton .....         | 590 .....         | 1,131 .....         | 52.2 .....        |
| Toledo .....         | 312 .....         | 612 .....           | 51.0 .....        |
| Tonasket .....       | 557 .....         | 880 .....           | 63.3 .....        |
| Toppenish .....      | 5,799 .....       | 8,781 .....         | 66.0 .....        |
| Union Gap .....      | 2,806 .....       | 5,479 .....         | 51.2 .....        |
| Vader .....          | 344 .....         | 617 .....           | 55.8 .....        |
| Wapato .....         | 3,182 .....       | 4,575 .....         | 69.6 .....        |
| Warden .....         | 1,462 .....       | 2,540 .....         | 57.6 .....        |
| Wilson Creek .....   | 147 .....         | 201 .....           | 73.1 .....        |
| Winthrop .....       | 177 .....         | 324 .....           | 54.6 .....        |
| Yelm .....           | 1,693 .....       | 3,303 .....         | 51.3 .....        |

## 2005 Income Limits

| COUNTY   | %  | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
|----------|----|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| ADAMS    | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|          | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |
| ASOTIN   | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|          | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |
| BENTON   | 50 | 21,650   | 24,750    | 27,850    | 30,950    | 33,450    | 35,900    | 38,400    | 40,850    |
|          | 80 | 34,650   | 39,600    | 44,550    | 49,500    | 53,500    | 57,450    | 61,400    | 65,350    |
| CHELAN   | 50 | 18,950   | 21,650    | 24,350    | 27,050    | 29,200    | 31,400    | 33,550    | 35,700    |
|          | 80 | 30,300   | 34,600    | 38,950    | 43,300    | 46,750    | 50,200    | 53,650    | 57,150    |
| CLALLAM  | 50 | 17,900   | 20,500    | 23,050    | 25,600    | 27,650    | 29,700    | 31,750    | 33,800    |
|          | 80 | 28,650   | 32,750    | 36,850    | 40,950    | 44,250    | 47,500    | 50,800    | 54,050    |
| CLARK    | 50 | 23,750   | 27,150    | 30,550    | 33,950    | 36,650    | 39,400    | 42,100    | 44,800    |
|          | 80 | 38,000   | 43,450    | 48,900    | 54,300    | 58,650    | 63,000    | 67,350    | 71,700    |
| COLUMBIA | 50 | 18,500   | 21,100    | 23,750    | 26,400    | 28,500    | 30,600    | 32,750    | 34,850    |
|          | 80 | 29,550   | 33,800    | 38,000    | 42,250    | 45,600    | 49,000    | 52,400    | 55,750    |
| COWLITZ  | 50 | 19,250   | 22,000    | 24,750    | 27,500    | 29,700    | 31,900    | 34,100    | 36,300    |
|          | 80 | 30,800   | 35,200    | 39,600    | 44,000    | 47,500    | 51,050    | 54,550    | 58,100    |
| DOUGLAS  | 50 | 18,000   | 20,550    | 23,150    | 25,700    | 27,750    | 29,800    | 31,850    | 33,900    |
|          | 80 | 28,800   | 32,900    | 37,000    | 41,100    | 44,400    | 47,700    | 51,000    | 54,300    |
| FERRY    | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|          | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |
| FRANKLIN | 50 | 21,650   | 24,750    | 27,850    | 30,950    | 33,450    | 35,900    | 38,400    | 40,850    |
|          | 80 | 34,650   | 39,600    | 44,550    | 49,500    | 53,500    | 57,450    | 61,400    | 65,350    |
| GARFIELD | 50 | 17,850   | 20,400    | 22,950    | 25,500    | 27,550    | 29,600    | 31,600    | 33,650    |
|          | 80 | 28,550   | 32,650    | 36,700    | 40,800    | 44,050    | 47,350    | 50,600    | 53,850    |



| COUNTY       | %  | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
|--------------|----|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| GRANT        | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|              | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |
| GRAYS HARBOR | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|              | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |
| ISLAND       | 50 | 27,250   | 31,150    | 35,050    | 38,950    | 42,050    | 45,200    | 48,300    | 51,400    |
|              | 80 | 40,600   | 46,400    | 52,200    | 58,000    | 62,650    | 67,300    | 71,900    | 76,550    |
| JEFFERSON    | 50 | 18,650   | 21,300    | 24,000    | 26,650    | 28,800    | 30,900    | 33,050    | 35,200    |
|              | 80 | 29,850   | 34,100    | 38,400    | 42,650    | 46,050    | 49,450    | 52,850    | 56,300    |
| KING         | 50 | 27,250   | 31,150    | 35,050    | 38,950    | 42,050    | 45,200    | 48,300    | 51,400    |
|              | 80 | 40,600   | 46,400    | 52,200    | 58,000    | 62,650    | 67,300    | 71,900    | 76,550    |
| KITSAP       | 50 | 22,250   | 25,400    | 28,600    | 31,750    | 34,300    | 36,850    | 39,350    | 41,900    |
|              | 80 | 35,550   | 40,650    | 45,700    | 50,800    | 54,850    | 58,950    | 63,000    | 67,050    |
| KITITAS      | 50 | 18,850   | 21,550    | 24,250    | 26,950    | 29,100    | 31,250    | 33,400    | 35,550    |
|              | 80 | 30,200   | 34,500    | 38,800    | 43,100    | 46,550    | 50,000    | 53,450    | 56,900    |
| KLICKITAT    | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|              | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |
| LEWIS        | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|              | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |
| LINCOLN      | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|              | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |
| MASON        | 50 | 17,600   | 20,150    | 22,650    | 25,200    | 27,200    | 29,200    | 31,200    | 33,250    |
|              | 80 | 28,200   | 32,250    | 36,300    | 40,300    | 43,550    | 46,750    | 50,000    | 53,200    |
| OKANOGAN     | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|              | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |

| COUNTY       | %  | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
|--------------|----|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| PACIFIC      | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|              | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |
| PEND OREILLE | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|              | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |
| PIERCE       | 50 | 21,750   | 24,850    | 27,950    | 31,050    | 33,550    | 36,000    | 38,500    | 41,000    |
|              | 80 | 34,800   | 39,750    | 44,700    | 49,700    | 53,650    | 57,650    | 61,600    | 65,600    |
| SAN JUAN     | 50 | 21,050   | 24,050    | 27,050    | 30,050    | 32,450    | 34,850    | 37,250    | 39,650    |
|              | 80 | 33,650   | 38,450    | 43,250    | 48,100    | 51,950    | 55,750    | 59,600    | 63,450    |
| SKAGIT       | 50 | 19,850   | 22,700    | 25,500    | 28,350    | 30,600    | 32,900    | 35,150    | 37,400    |
|              | 80 | 31,750   | 36,300    | 40,800    | 45,350    | 49,000    | 52,600    | 56,250    | 59,900    |
| SKAMANIA     | 50 | 17,850   | 20,400    | 22,950    | 25,500    | 27,550    | 29,600    | 31,600    | 33,650    |
|              | 80 | 28,550   | 32,650    | 36,700    | 40,800    | 44,050    | 47,350    | 50,600    | 53,850    |
| SNOHOMISH    | 50 | 27,250   | 31,150    | 35,050    | 38,950    | 42,050    | 45,200    | 48,300    | 51,400    |
|              | 80 | 40,600   | 46,400    | 52,200    | 58,000    | 62,650    | 67,300    | 71,900    | 76,550    |
| SPOKANE      | 50 | 19,100   | 21,850    | 24,550    | 27,300    | 29,500    | 31,650    | 33,850    | 36,050    |
|              | 80 | 30,600   | 34,950    | 39,300    | 43,700    | 47,150    | 50,650    | 54,150    | 57,650    |
| STEVENS      | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|              | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |
| THURSTON     | 50 | 23,150   | 26,450    | 29,750    | 33,050    | 35,700    | 38,350    | 41,000    | 43,650    |
|              | 80 | 37,000   | 42,300    | 47,600    | 52,900    | 57,100    | 61,350    | 65,550    | 69,800    |
| WAHIAKUM     | 50 | 18,900   | 21,600    | 24,300    | 27,000    | 29,150    | 31,300    | 33,450    | 35,600    |
|              | 80 | 30,250   | 34,550    | 38,900    | 43,200    | 46,650    | 50,100    | 53,550    | 57,000    |
| WALLA WALLA  | 50 | 17,950   | 20,500    | 23,100    | 25,650    | 27,700    | 29,750    | 31,800    | 33,850    |
|              | 80 | 28,750   | 32,850    | 36,950    | 41,050    | 44,300    | 47,600    | 50,900    | 54,150    |

**APPENDIX B**

| COUNTY  | %  | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
|---------|----|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| WHATCOM | 50 | 20,250   | 23,150    | 26,050    | 28,950    | 31,250    | 33,600    | 35,900    | 38,200    |
|         | 80 | 32,400   | 37,050    | 41,700    | 46,300    | 50,050    | 53,750    | 57,450    | 61,150    |
| WHITMAN | 50 | 18,400   | 21,050    | 23,650    | 26,300    | 28,400    | 30,500    | 32,600    | 34,700    |
|         | 80 | 29,450   | 33,650    | 37,850    | 42,100    | 45,450    | 48,800    | 52,200    | 55,550    |
| YAKIMA  | 50 | 17,450   | 19,950    | 22,450    | 24,950    | 26,950    | 28,950    | 30,950    | 32,950    |
|         | 80 | 27,950   | 31,950    | 35,950    | 39,900    | 43,100    | 46,300    | 49,500    | 52,700    |

## APPENDIX C: STATE AND FEDERAL REQUIREMENTS AND ASSURANCES

The Grantee assures compliance with the following laws, regulations and requirements as they pertain to the design, implementation and administration of the approved local project.

**AII.01**      Public Law 88-352, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) (24 CFR Part 1)

The Grantee must comply with the provisions of "Public Law 88-352," which refers to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.). The law provides that no person in the United States shall, on the grounds of race, color or national origin, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**AII.02**      Public Law 90-284, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), commonly referred to as the Federal Fair Housing Act, as amended by the Fair Housing Amendments Act of 1988 (P.L. 100-430)

The Grantee shall comply with the provisions of the Federal Fair Housing Act. The law states that it is the policy of the United States to provide, within constitutional limitation, for fair housing throughout the United States and prohibits any person from discriminating in the sale or rental of housing, the financing of housing or the provisions of brokerage services, including in any way making unavailable or denying a dwelling to any person, because of race, color, religion, sex, familial status, national origin or handicap. The Grantee must also administer programs and activities relating to housing and urban development in a manner that affirmatively promotes fair housing and furthers the purposes of the Federal Fair Housing Act, as amended.

**AII.03**      Executive Order 11063, As Amended by Executive Order 12259 (24 CFR Part 107)

The Grantee must comply with the provisions of Executive Order 11063, as amended by Executive Order 12259, which directs the Grantee to take all action necessary and appropriate to prevent discrimination because of race, color, religion, creed, sex or national origin; in the sale, leasing, rental and other disposition of residential property and related facilities (including land to be developed for residential use); or in the use or occupancy thereof if such property and related facilities are, among other things, provided in whole or in part with the aid of loans, advances, grants or contributions from the federal government.

**AII.04**      Section 109 of the Housing and Community Development Act of 1974, As Amended through 1992

The Grantee must comply with the provisions of Section 109 of the Housing and Community Development Act of 1974, as amended through 1992, which require that no person in the United States shall on the grounds of race, religion, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with federal Community Development funds made available pursuant to Title I of the Act.

**AII.05**      Section 104 (b) 4 of the Housing and Community Development Act of 1974, As Amended through 1992

The Grantee must comply with the provisions of Section 104 (b) 4 of the Housing and Community Development Act of 1974, as amended through 1992, which requires that the Grantee will identify its community development and housing needs, including the needs of low- and moderate-income persons and the activities to be undertaken to meet such needs.

**AII.06**      Section 104 (d) of the Title I of the Housing and Community Development Act of 1974, As Amended through 1992.

The Grantee must comply with the provisions of Section 104 (d) of the Housing and Community Development Act of 1974, as amended through 1992, which require that the Grantee will adopt, make public and certify to the State that it is following a "residential anti-displacement and relocation assistance plan." The plan must: (1) provide for one-for-one replacement of low- to moderate-income dwelling units demolished or converted to use other than low- to moderate-income housing as a direct result of the use of CDBG assistance; (2) provide for relocation assistance; and (3) describe steps to minimize displacement.

**AII.07**      Section 104 (l) of the Housing and Community Development Act of 1974, as Amended through 1992. Protection of Individuals Engaged in Nonviolent Civil Rights Demonstration

The Grantee must comply with the provisions of Section 104 (l) of the Housing and Community Development Act of 1974, as amended through 1992, which requires that the Grantee must adopt and enforce a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and it must adopt and enforce a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

**AII.08**      Age Discrimination Act of 1975, As Amended (42 U.S.C. 6101 et seq.)

The Grantee shall comply with the Age Discrimination Act of 1975, as amended, which provides that no person shall be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal assistance.

**AII.09**      Section 504 of the Rehabilitation Act of 1973, As Amended (29 U.S.C. 794)

The Grantee must comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual shall, solely by reason of his or her handicap, be excluded from participation (including employment), denied program benefits, or be subjected to discrimination under any program or activity receiving federal assistance funds.

**AII.10**      Public Law 101-336, Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101 et. seq.

The Grantee must comply with the provisions of Section 202 of the Americans with Disabilities Act which states that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

**AII.11**      Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (24 CFR Part 135)

The Grantee shall comply with the provisions of Section 3 of the Housing and Urban Development Act of 1968 which require, in connection with the planning and carrying out of any project assisted under the Act, to the greatest extent feasible, that opportunities for job training, employment, and contracting opportunities be given to lower-income persons residing within the unit of local government or the non-metropolitan county in which the project is located, and contracts for work in connection with the project be awarded to eligible business concerns that are located in, or owned in substantial part by persons residing in the project area. The Grantee must assure good faith efforts toward compliance with the statutory directive of Section 3.

**AII.12**      Executive Order 11246, As Amended by Executive Order 11375

The Grantee must comply with Executive Order 11246, as amended, which applies to all federally assisted construction contracts and subcontracts. The Grantee and subcontractors, if any, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Grantee and subcontractors, if any, shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship.

The Grantee and subcontractors must post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. For contracts over \$10,000 the Grantee and subcontractors will send to each applicable labor union a notice of the above requirements, the Grantee and subcontractors, if any, will comply with relevant rules, regulations and orders of the U.S. Secretary of Labor. The Grantee or subcontractor will make their books and records available to state and federal officials for purposes of investigation to ascertain compliance.

**AII.13**      Davis-Bacon Act, As Amended (40 U.S.C. 276a)

The Grantee shall comply with the provisions of the Davis-Bacon Act, as amended. This Act mandates that all laborers and mechanics be paid unconditionally and not less often than once a week, and without subsequent deductions, the full amounts due at the time of payments, computed at wage rates not less than those contained in the wage determination issued by the U.S. Department of Labor. Weekly certified payrolls are required to be submitted to the federally funded recipient by the contractor. These requirements apply to rehabilitation of residential property only if such property is designed for residential use for eight or more families.

**AII.14**      Copeland Act (Anti-Kickback Act) (40 U.S.C. 276c)

The Grantee shall comply with the Copeland Act, which makes it a criminal offense for any person to induce, by any manner whatsoever, any other person employed in the construction, prosecution, completion, or repair of any public building, or work financed in whole or in part by loans or grants from the United States, to give up any part of the compensation to which he or she is entitled under his or her contract of employment. Compensation shall consist of wages and approved fringe benefits.

**AII.15**      Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.)

The Grantee shall comply with the provisions of the Contract Work Hours and Safety Standards Act. According to this Act, no contract work may involve or require laborers or mechanics to work in excess of 40 hours in a workweek, unless compensation of not less than one and one-half times the basic rate is paid for the overtime hours. If the Act is violated, the contractor or subcontractor is liable to any affected employee for unpaid damages as well as to the United States for liquidated damages. These requirements apply to rehabilitation of residential property only if such property is designed for residential use for eight or more families.

**AII.16**      The National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. Section 4321 et seq., and 24 CFR Part 58)

The Grantee shall comply with the provisions of the National Environmental Policy Act of 1969. The purpose of this Act is to attain the widest use of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences. Environmental review procedures, including determining and publishing a Finding of Significance or of No Significance for a proposal, are a necessary part of this process. Pursuant to these provisions, the Grantee must also submit environmental certifications to the Department when requesting that funds be

released for the project. The Grantee must certify that the proposed project will not significantly impact the environment and that the Grantee has complied with environmental regulations and fulfilled its obligations to give public notice of the funding request, environmental findings and compliance performance.

**AII.17**      The Clean Air Act, As Amended (42 U.S.C. 7401 et seq.)

The Grantee shall comply with the Clean Air Act, which prohibits (1) engaging in, (2) supporting in any way or providing financial assistance for, (3) licensing or permitting, or (4) approving any activity which does not conform to the state implementation plan for natural primary and secondary ambient air quality standards. The Grantee shall ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the U.S. Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by EPA.

**AII.18**      HUD Environmental Criteria and Standards (24 CFR Part 51)

The Grantee shall comply with HUD noise abatement and control standards, which prohibit HUD support for most new construction of noise-sensitive uses on sites having unacceptable noise exposure. HUD assistance for the construction of new noise-sensitive uses is prohibited in general for projects with unacceptable noise exposures and is discouraged for projects with normally unacceptable noise exposure.

**AII.19**      Executive Order 11990, May 24, 1977: Protection of Wetlands (42 F.R. 26961 et seq.)

The Grantee shall comply with Executive Order 11990. The intent of this Executive Order is (1) to avoid, to the extent possible, adverse impacts associated with the destruction or modification of wetlands and (2) to avoid direct or indirect support of new construction in wetlands wherever there is a practical alternative.

The Grantee, to the extent permitted by law, must avoid undertaking or providing assistance for new construction located in wetlands unless (1) there is no practical alternative to such construction and (2) the proposed action includes all practical measures to minimize harm to wetlands, which may result from such use. In making this determination, the Grantee may take into account economic, environmental and other pertinent factors.

**AII.20**      The Wild and Scenic Rivers Act of 1968, As Amended (16 U.S.C. 1271 et seq.)

The Grantee shall comply with the Wild and Scenic Rivers Act. The purpose of this Act is to preserve selected rivers or sections of rivers in their free-flowing condition, to protect the water quality of such rivers and to fulfill other vital national conservation goals. Federal assistance by loan, grant, license, or other mechanism cannot be provided to water resources construction projects that would have a direct and adverse effect on any river included or designated for study or inclusion in the National Wild and Scenic River System.

**AII.21**      Executive Order 11988, May 24, 1977: Floodplain Management (42 F.R. 26951 et seq.)

The Grantee shall comply with the provisions of Executive Order 11988. The intent of this Executive Order is to (1) avoid, to the extent possible, adverse impacts associated with the occupancy and modification of floodplains and (2) avoid direct or indirect support of floodplain development wherever there is a practical alternative. If the Grantee proposes to conduct, support or allow an action to be located in a floodplain, the Grantee must consider alternatives to avoid adverse effects and incompatible involvement in the floodplain. If siting in a floodplain is the only practical alternative, the Grantee must, prior to taking any action, (1) design or modify its actions in

order to minimize any potential harm to the floodplain and (2) prepare and circulate a notice containing an explanation of why the action is proposed to be located in a floodplain.

**AII.22**            Coastal Zone Management Act of 1972, As Amended (16 U.S.C. 1451 et seq.)

The Grantee shall comply with the Coastal Zone Management Act of 1972, as amended. The intent of this is to preserve, protect, develop; and where possible, restore or enhance the resources of the nation's coastal zone. Federal agencies cannot approve assistance for proposed projects that are inconsistent with the state's Coastal Zone Management program except upon a finding by the U.S. Secretary of Commerce that such a project is consistent with the purpose of this chapter or necessary in the interests of national security.

**AII.23**            The Endangered Species Act of 1973, As Amended (16 U.S.C. 1531 et seq.)

The Grantee shall comply with the Endangered Species Act of 1973, as amended. The intent of this Act is to ensure that all federally assisted projects seek to preserve endangered or threatened species. Federally authorized and funded projects must not jeopardize the continued existence of endangered and threatened species or result in the destruction of or modification of habitat of such species which is determined by the U.S. Department of the Interior, after consultation with the State, to be critical.

**AII.24**            The Reservoir Salvage Act of 1960, As Amended by the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469 et seq.)

Under the Reservoir Salvage Act, the Grantee must comply with provisions for the preservation of historical and archaeological data (including relics and specimens) that might otherwise be irreparably lost or destroyed as a result of any alteration of the terrain caused as a result of any federal construction project or federally licensed activity or program. Whenever any federal agency finds, or is notified in writing by an appropriate historical or archaeological authority, that its activities in connection with any federal construction project or federally licensed project, activity or program may cause irreparable loss or destruction of significant scientific, prehistoric, historical or archaeological data, the federal agency must notify the U.S. Secretary of Interior in writing and provide appropriate information concerning the project or program activity.

**AII.25**            The Safe Drinking Water Act of 1974, As Amended (42 U.S.C. Section 201, 300(f) et seq., and U.S.C. Section 349)

The Grantee must comply with the Safe Drinking Water Act, as amended, which is intended to protect underground sources of water. No commitment for federal financial assistance, according to this Act, shall be entered into for any project which the U.S. Environmental Protection Agency determines may contaminate an aquifer that is the sole or principal drinking water source for an area.

**AII.26**            The Federal Water Pollution Control Act of 1972, As Amended, including the Clean Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251 et seq.)

The Grantee must assure compliance with the Water Pollution Control Act, as amended, which provides for the restoration of chemical, physical and biological integrity of the nation's water.

**AII.27**            The Solid Waste Disposal Act, As Amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq.)

The Grantee must assure compliance with the Solid Waste Disposal Act, as amended. The purpose of this Act is to promote the protection of health and the environment and to conserve valuable material and energy resources.

**AII.28**            The Fish and Wildlife Coordination Act of 1958, As Amended (16 U.S.C. Section 661 et seq.)



The Grantee must assure compliance with the Fish and Wildlife Coordination Act, as amended. The Act assures that wildlife conservation receives equal consideration and is coordinated with other features of water resources development programs.

**AII.29**            The National Historic Preservation Act of 1966 (16 U.S.C. 470)

Prior to undertaking any activity under this contract, the Grantee shall evaluate the effects of the activity on any district, site, building structure and object listed in, or eligible for, the National Register of Historic Places; and shall give the Department's Office of Archaeology and Historical Preservation a reasonable opportunity to comment on the proposed activity.

**AII.30**            The Archaeological and Historical Data Preservation Act of 1974 (16 U.S.C. 469 a-1 et seq.)

The Grantee shall comply with the Archaeological and Historical Data Preservation Act, which provides for the preservation of historic and archaeological information that would be lost due to development and construction activities as a result of federally funded activities.

**AII.31**            Executive Order 11593, Protection and Enhancement of the Cultural Environment, May 13, 1971

The Grantee shall assure that plans for federally funded projects contribute to the preservation and enhancement of sites, structures and objects of historical, architectural or archaeological significance.

**AII.32**            Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) as Amended in 1989

The Grantee shall comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended in 1989, and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions contained in 24 CFR Part 42. The Grantee shall inform affected persons of their rights and the acquisition policies and procedures set forth in the regulations of 24 CFR, Part 42 and 24 CFR 570.496(a). The Grantee shall comply with Title II (Uniform Relocation Assistance) of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended in 1989, and HUD implementing regulations of 24 CFR Part 42 and 24 CFR 570.496(a) which requires the Grantee to certify that it is following a "residential anti-displacement and relocation assistance plan." The plan must contain two components--a requirement to replace all low- to moderate-income dwelling units that are demolished or converted to a use other than low- to moderate-income housing as a direct result of the use of CDBG assistance and a relocation assistance component. The grantee must provide relocation payments and offer relocation assistance as described in Section 205 of the Uniform Relocation Assistance Act to all persons displaced as a result of acquisition of real property for an activity assisted under the Community Development Block Grant program. Such payments and assistance shall be provided in a fair, consistent and equitable manner that ensures that the relocation process does not result in a different or separate treatment of such persons on account of race, color, religion, national origin, familial status, handicap, sex, or sources of income.

The Grantee shall assure that, within a reasonable period of time prior to displacement, decent, safe, and sanitary replacement dwellings will be available to all displaced families, individuals, businesses, nonprofit organizations, and farms and that the range of choices available to such persons will not vary on account their race, color, religion, national origin, familial status, handicap, sex, or source of income.

**AII.33**      Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831b)

The Grantee shall comply with the provisions of Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831b), which prohibits the use of lead-based paint in residential structures constructed or rehabilitated with federal assistance of any kind.

**AII.34**      U.S. Office of Management and Budget Circular A-87, Principles for Determining Costs Applicable to Grants and Contracts with State, Local and Federally Recognized Native American Tribal Governments

The Grantee shall comply with the guidelines of Federal Circular A-87, which sets forth principles and standards for determining the costs allowable under grants and contracts involving federal funds.

**AII.35**      Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (24 CFR, Part 85)

The Grantee shall comply with the requirements of 24 CFR, Part 85, or any equivalent procedures and requirements that the state may prescribe. This forms the basis for a number of specific requirements on the financial management and record keeping of CDBG funds. Cash depositories, bonding and insurance, record keeping, program income, property management, procurement, closeout, audit and other requirements.

**AII.36**      Federal Audit Requirements (OMB Revised Circular A-133)

Grantees expending \$500,000 or more in federal funds from all sources, direct and indirect, are required to have an audit conducted in accordance with the Office of Management and Budget (OMB) Revised Circular A-133.

Grantees required to have an audit must ensure the audit is performed in accordance with Generally Accepted Auditing Standards (GAAS); Government Auditing Standards (the Revised Yellow Book) developed by the Comptroller General and the OMB Compliance Supplement.

The Grantee has the responsibility of notifying the State Auditor's Office and requesting an audit. Costs of the audit may be an allowable grant expenditure.

The Grantee shall maintain its records and accounts so as to facilitate the audit requirement and shall ensure that any subrecipients also maintain auditable records.

The Grantee is responsible for any audit exceptions incurred by its own organization or that of its subrecipients.

Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Grantee must respond to Department requests for information or corrective action concerning audit issues within 30 days of the date of request. The Department reserves the right to recover from the Grantee all disallowed costs resulting from the audit.

The Grantee must send a copy of the audit report no later than nine (9) months after the end of the Grantee's fiscal year(s) to:

Department of Community Trade and Economic Development  
906 Columbia Street SW  
PO Box 42525  
Olympia WA 98504-2525  
ATTN: Audit Review Office

In addition to sending a copy of the audit, the Grantee must include a corrective action plan for any audit findings and a copy of the management letter if one was received.

The Grantee shall include the above audit requirements in any subcontracts.

**AII.37**            Prevailing Wages on Public Works, Chapter 39.12 RCW

The Grantee shall comply with the provisions of Chapter 39.12 RCW, Prevailing Wages on Public Works. This statute mandates that the prevailing rate of wage, as determined by the state Department of Labor and Industries, be paid to workers performing under public works contracts.

**AII.38**            Relocation Assistance and Real Property Acquisition Policy, Chapter 8.26 RCW

The Grantee shall comply with the provisions of Chapter 8.26 RCW and Chapter 365-24 WAC when its activities involve any acquisition of real property assisted under this contract or the displacement of any family, individual, business, nonprofit organization or farm that results from such acquisition.

**AII.39**            State Environmental Policy Act (SEPA), Chapter 43.21(C) RCW

The Grantee shall comply with the provisions of Chapter 43.21(C) RCW and Chapter 197-11 WAC, the guidelines by which local agencies will (1) require environmental checklists from private and public entities considering an action potentially subject to the Environmental Impact Statement (EIS) requirement of SEPA, (2) make "threshold determinations" that such an action will not have a significant environmental impact, (3) provide for the preparation of a draft and final EIS if the action has significant impact, and (4) circulate the EIS to other agencies and interested parties.

**AII.40**            Noise Control, Chapter 70.107 RCW

The Grantee shall assure compliance with the state Noise Control Act. Objectives of the Act are to assist local governments in implementing local noise ordinances and to control and reduce excessive noise in Washington.

**AII.41**            Shoreline Management Act of 1971, Chapter 90.58 RCW

The Grantee shall comply with the provisions of Chapter 90.58 RCW. This Act defines a planning program and a permit system, which are initiated at the local government level under state guidance. Its purpose is to protect and enhance the state's shoreline and it includes a comprehensive shoreline inventory process and a master program for regulation of shoreline uses. A permit application at the local level must be in compliance with those plans and consistent with the state Coastal Zone Management program if substantial developments and shoreline modifications occur, and a record of the application and decision must be submitted to the state.

**AII.42**            State Building Code, Chapter 19.27 RCW; Energy Related Building Standards, Chapter 19.27A RCW; and Provisions in Buildings for Aged and Handicapped Persons, Chapter 70.92 RCW

The Grantee shall comply with the provisions of Chapter 19.27 RCW and Chapter 70.92 RCW and regulations for barrier free facilities adopted by the Washington State Building Code Council pursuant to these statutes.

The State Building Code Act provides for a uniform state building code and mandates counties, cities and towns to administer and enforce its provisions. Local governments are authorized to modify the state building code to fit local conditions as long as such modifications do not result in a code that is less than the minimum performance standards and objectives contained in the state code.

**AII.43**            Open Public Meetings Act, Chapter 42.30 RCW

The Grantee shall comply with the provisions of Chapter 42.30 RCW, which require that all meetings of the governing body which pertain to this contract shall be open to the public except those where specific provision is made for executive sessions pursuant to RCW 42.30.110.

**All.44**            Law Against Discrimination, Chapter 49.60 RCW

The Grantee shall comply with the provisions of Chapter 49.60 RCW in all activities relating to this contract.

**All.45**            Interlocal Cooperation Act, Chapter 39.34 RCW

The Interlocal Cooperation Act establishes as state policy the authority for local governments, including special purpose districts and Native American tribes, to enter into agreements for providing a broad spectrum of cooperative services. Local governments undertaking joint community development projects can use this Act as a means for establishing interlocal agreements.

**All.46**            Governor's Executive Order 89-10, December 11, 1989: Protection of Wetlands, and Governor's Executive Order 90-04, April 21, 1990: Protection of Wetlands

The Grantee shall ensure that it avoids any activities that would adversely affect wetlands and adequately mitigates unavoidable impacts. For the purposes of this requirement mitigation means: (1) avoiding the impact altogether by not taking certain action or part of an action; (2) minimizing impacts by limiting the degree or magnitude of the action and its implementation, by using appropriate technology, or by taking affirmative steps to avoid or reduce impacts; (3) rectifying the impact by repairing, rehabilitating, or restoring the affected environment; (4) reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action; (5) compensating for the impact by replacing, enhancing, or providing substitute resources or environments; and (6) monitoring the impact and taking appropriate corrective measures.

Mitigation for individual actions may include a combination of the above measures.

Emergency work that is essential to save lives and protect property and public health is exempt from these provisions.

**All.47**            24 CFR Part 24 Debarment and Suspension (Nonprocurement)

When entering into a covered transaction with another person at the next lower tier, the grantee must verify that the person with whom the grantee intends to do business is not excluded or disqualified.

**All.48**            Farmland Protection Policy Act of 1981 (7 U.S.C. 4201 et seq. and 7 CFR Part 658)

The Grantee shall comply with the Farmland Protection Policy Act, which discourages Federal activities that would convert farmland to nonagricultural purposes. Check with the USDA Natural Resources Conservation Service (NRCS) or with your city or county planning department to determine if your site is on farmland regulated under the act. Farmland regulated under the Act includes prime farmland, unique farmland and land of statewide or local importance. Farmland subject to FPPA requirements does not have to be currently used for cropland. It can be forestland, pastureland, cropland or other land, but not water or urban built-up land.

**All.49**            Environmental Justice (Executive Order 12898)

The Grantee shall comply with Executive Order 12898, which directs each Federal agency to make achieving environmental justice part of its mission by "identifying and addressing as appropriate disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations".

All.50      Explosive and Flammable Operations (Sec. 2 of Housing and Urban Development Act of 1969 (42 U.S.C. 1441(a) and 24 CFR Part 51 C)

The Grantee shall comply with Section 2 of the Housing and Urban Development Act by determining whether the project includes development, construction or rehabilitation or modernization of a building that either increases residential densities, converts a building for habitation or makes a vacant building habitable. If the project includes such activities, the project must be located at an Acceptable Separation Distance (ASD) from any above-ground explosive or flammable fuels or chemical containers.

All.51      Airport Clear Zones and Accident Potential Zones (Section 2 of the Housing Act of 1949 as amended, 42 U.S.C. 1331, affirmed by Section 2 of the Housing and Urban Development Act of 1969m P.L. No 90-448; Section 7(d) of the Dept HUD Act of 1965, 42 U.S.C. 3535(d) and 24 CFR Part 51 D and 32 CFR Part 256.)

The Grantee shall comply with Section 2 of the Housing Act of 1949 and subsequent laws in order to promote compatible land uses around civil airports and military airfields. Determine if the project is located within 3,000 feet of the runway at a civil airport or within 2.7 miles of the runway of a military airfield and if so, contact the airport operator and obtain written documentation of the Clear Zone and Accident Potential Zones and a determination if your project is in the CZ or APZ.

All.52      Toxic Chemicals and Radioactive Materials (Comprehensive Environmental Response, Compensation, and Liability Act of 1980 as amended by Superfund Amendments and Reauthorization Act and 24 CFR 58.5(i))

The Grantee shall comply with and assure that all property proposed for use in HUD programs must be free of hazardous materials, contamination, toxic chemicals and gasses and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property.



# Subvención Global Para Desarrollo Comunitario

## División de Gobierno Local

### Para mas información

Steven K. Washington  
Director Del Programa CDBG  
360.725.3005  
Stevenw@cted.wa.gov

Dan Riebli  
Gerente de Proyecto de  
CDBG  
360.725.3017  
Danr@cted.wa.gov

Yvette Lizée-Smith  
Gerente de Proyecto de  
CDBG  
360.725.3014  
Yvettel@cted.wa.gov

Sheila Lee-Johnston  
Gerente de Proyecto de  
CDBG  
360.725.3009  
Sheilal@cted.wa.gov

Bill Prentice  
Gerente de Proyecto de  
CDBG  
360.725.3015  
Billp@cted.wa.gov

Sharon Robinson  
Gerente de Proyecto de  
CDBG  
360.725.3010  
Sharonr@cted.wa.gov

Kaaren Roe  
Gerente de Proyecto de  
CDBG  
360.725.3018  
Kaarenr@cted.wa.gov

Leona Moon  
Gerente de Proyecto de  
CDBG  
360.725.3022  
Leonamo@cted.wa.gov

### Introducción:

El programa de Subvención Global para Desarrollo Comunitario del Estado de Washington (CDBG) proporciona fondos sobre una base competitiva para vivienda local, instalaciones públicas y comunitarias, desarrollo económico y proyectos de planificación que benefician principalmente a los hogares de ingresos bajos y moderados.

Los fondos para el programa CDBG del Estado de Washington son despendidos por el Departamento de Viviendas y Desarrollo Urbano de los Estados Unidos. El Programa de Subvención para el Desarrollo Comunitario (CDBG) de estado de Washington esta deseando para financiar hogares locales, albergues públicos, desarrollos económicos y desarrollar proyectos cuyo **propósito** principal es beneficiar a las familias de bajos y moderados recursos económicos. Esto resultar en un beneficio para toda la comunidad.

### Fondos Disponibles

Históricamente, se han distribuido aproximadamente \$15.9 millones en fondos federales sobre una base anual, a través de los siguientes propuesto fondos de concesión:

- **Concesión de Propósito General** **\$7,000,000**  
Contacto: Bill Prentice  
Ciclo de concesión anual durante el cual los solicitantes elegibles pueden pedir hasta \$1,000,000 por solicitud para proyectos de vivienda local, instalaciones públicas, instalaciones de la comunidad, o de desarrollo económico/microempresas, principalmente en beneficio de personas de ingresos bajos y moderados. La fecha de vencimiento para el ciclo de concesión de 2006 es el 17 de noviembre de 2005, con anuncio de la decisión en el medio de Marzo 2006.
- **Concesión de Fondos de Inversión de la Comunidad** **\$4,107,728**  
Contacto: Dan Riebli  
Proporciona ayuda técnica y financiera a comunidades elegibles de arriba a \$1,000,000 por la aplicación a través del año en un fondos la base disponible para la comunidad y proyectos económicos de desarrollo identificó por un proceso local de la priorización. La ayuda se coordina con el Equipo del Recurso del departamento.
- **Concesión para Planificación Solamente** **\$ 500,000**  
Contacto: Sheila Lee-Johnston  
Las Concesiones para Planificación Solamente se proporcionan a las comunidades elegibles sobre una base de disponibilidad de fondos, para una gama amplia de actividades de planificación dirigidas hacia la salud pública y asuntos de seguridad; para responder a los mandatos estatales y federales; para mejorar servicios esenciales para individuos de ingresos bajos y moderados; o, para completar los pasos necesarios dentro de una estrategia de desarrollo comunitario más amplia. Se encuentran disponibles concesiones de hasta \$35,000. El consorcio de solicitantes elegibles puede solicitar hasta \$50,000.

- **Concesión de Amenaza Inminente** **\$ 166,000**  
 Contacto: Bill Prentice  
 Fondos para cubrir emergencias únicas que representan una amenaza seria e inmediata a la salud y la seguridad pública, sobre una base de disponibilidad de fondos. Tan pronto que la declaración de emergencia es en debida formal, los fondos se encuentran disponibles para concesiones suplementarias a los contratos existentes.
- **Concesión para Mejora de la Vivienda** **\$ 800,000**  
 Contacto: Sharon Robinson  
 Fondos acompañantes en apoyo de las solicitudes de prioridad presentadas ante el Fondo de Vivienda del Estado de Washington (Washington State Trust Fund.)
- **Concesión para Revitalizar Vecindarios** **\$1,100,000**  
 Contacto: Dan Riebli  
 Fondos para ayudar vecindarios revitalizar viviendas local. Se encuentra disponibles concesiones de hasta \$500,000.
- **Concesión para Servicios Públicos** **\$1,660,720**  
 Contacto: Kaaren Roe  
 Las concesiones se hacen disponibles a través de los condados a agencias de acción comunitaria que sirven a áreas que no reciben asistencia financiera directa para actividades que sirven a las personas de ingresos bajos y moderados. El financiamiento se proporciona por fórmula y administración coordinadas por el Programa Estatal de Subvención Global para Desarrollo Comunitario.
- **Portafolio de Empréstito Comercial**  
 Contacto: Dan Riebli  
 Actualmente, se utilizan en Washington cuatro tipos de préstamos de subvención global para ayudar a los negocios:

  - Préstamos Flotantes
  - Los préstamos del Fondo Rural de Préstamos de Washington
  - Garantía de Préstamos bajo la Sección 108, por medio de HUD.
  - Concesiones para el desarrollo microempresa regional.

## Guía de Elegibles

- Los solicitantes elegibles son ciudades y pueblos del estado de Washington con poblaciones menores de 50,000 o condados con poblaciones menores de 200,000 que son jurisdicciones que no reciben asistencia financiera directa o no son participantes en un Consorcio de Asistencia Financiera Directa del Condado Urbano de HUD.
- Naciones indias y organizaciones con propósitos especiales, tales como autoridades de hogares públicos, estritos portuarios, agencias de acción a la comunidad y consejos de desarrollo económico, no califican para solicitar directamente financiamiento al Programa de CDBG. Sin embargo, jurisdicciones que si califiquen pueden optar por incluir naciones indias o otras organizaciones en actividades financiadas por una subvención.
- Los proyectos deben beneficiar principalmente a las personas de ingresos bajos –y moderados-. Los ingresos bajos -y moderados- están definidos como 80 por ciento del ingreso medio del condado.
- Los solicitantes pueden presentar una solicitud en cada ciclo del financiamiento.

**Requisitos de Participación Ciudadana Federal  
Para Solicitantes del Gobierno Local al Programa de CDBG**

Regulación Federal 24 CFR 570.486(a)

(a) *Requisitos de participación ciudadana de una unidad general del gobierno local.* Cada unidad general del gobierno local, debe cumplir los siguientes requisitos como es solicitado por el estado, en el Sec. 91.115(e) de este artículo.

- (1) Contribuir y motivar a la participación ciudadana, particularmente en personas de recursos bajos y moderados quienes residen en condiciones precarias o áreas insalubres y áreas donde el Programa de CDBG tiene como objetivo apoyar con financiamiento;
- (2) Asegurar que los ciudadanos tengan acceso oportuno y suficiente a reuniones locales, información y estadísticas relacionadas a la unidad de gobierno local que ha sido propuesta o que utiliza los fondos de financiamiento del programa de CDBG;
- (3) Proveer información a los ciudadanos, incluyendo:
  - i. La cantidad de financiamientos del de CDBG que se espera sea otorgada en el año fiscal en curso (incluyendo las subvenciones y los ingresos anticipados del programa);
  - ii. El tipo de actividades probables a llevarse a cabo con el financiamiento del de CDBG;
  - iii. La cantidad estimada de financiamientos del de CDBG propuesta para ser usada en actividades que cumplirán con el objetivó nacional de beneficiar a personas de bajos recursos económicos; y
  - iv. Las actividades propuestas del programa de CDBG que son probables de resultar declinadas y la unidad general de gobierno y los planes de reemplazo requeridos bajo el Sec. 570.488
- (4) Proveer asistencia técnica a grupos representativos de personas de bajos y moderados recursos que soliciten ayuda en el desarrollo de sus propuestas de acuerdo con el procedimiento desarrollado por el estado. Dicha asistencia no incluye proveer financiamiento a tales grupos;
- (5) Participar en un mínimo de dos audiencias públicas, cada una en diferentes etapas del programa, con el propósito de obtener puntos de vista de los ciudadanos y responder a propuestas y preguntas. La audiencia en conjunto debe cubrir las necesidades de casa y desarrollo en la comunidad, desarrollo de actividades propuestas y la revisión del cumplimiento del programa. La audiencia pública que cubre el desarrollo de la comunidad y las necesidades de casa debe ser llevada a cabo en la fecha y lugares convenientes a beneficiarios actuales a potenciales, con lugares accesibles para discapacitados. Las audiencias publicas deben llevarse a cabo de cierta forma que cumplan las necesidades de residentes que no hablen Inglés ya que se espera que un numero razonable de estos participe en el programa.
- (6) Informar a los ciudadanos con suficiente anticipación, y oportunidad de comentar al respecto, sobre actividades propuestas en solicitud al estado y, por subvenciones ya efectuados, actividades que sean propuestas para agregarse, eliminarse a ser cambiadas substancialmente de la solicitud de unidad general de gobiernos locales al estado. **Cambiadas substancialmente** significa que los cambios sean en términos de objetivó, alcance, lugar o beneficiario, como es definido bajo el criterio establecido por el estado.
- (7) Proveer a los ciudadanos la dirección, el teléfono y las fechas y horario para entregar quejas y objeciones, y proveer oportunas respuestas por escrito a quejas entregadas por escrito, dentro de los primeros 15 días hábiles, cuando así pueda aplicarse.